



Nurture, Inspire, Flourish

Staff Guide 2025/2026



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Welcome from the CEO

Welcome to a fresh and inspiring academic year with the Diamond Learning Partnership Trust (DLPT)! As a charitable multi-academy trust, DLPT is dedicated to delivering the highest standard of support, teaching, and resources across our growing family of fifteen schools, fostering an outstanding environment where both pupils and staff thrive (diamondlearningtrust.com). We are proud to have you as part of this community - your passion, professionalism, and commitment are the bedrock of our collective success.



Every single team member plays a vital role in our mission. At DLPT, we're driven by a shared vision: to create an inclusive, high-quality learning experience where children flourish academically, socially, and emotionally. Your dedication - whether in the classroom, behind the scenes, or through direct support - helps bring this vision to life, day in, day out. We value your contribution and hope this guide supports you in navigating our Trust's culture, values, and expectations with confidence and purpose.

This staff guide is crafted to be your trusted companion: it outlines the key areas you need to be familiar with as a member of DLPT—our ethos, policies, professional conduct, and support systems—as well as highlighting the essential dates and milestones of the academic year ahead. Please use it as a reference point throughout the term; together, we aim to build on our strengths and continue creating outstanding opportunities for every pupil in our trust.

Best wishes,

Jon

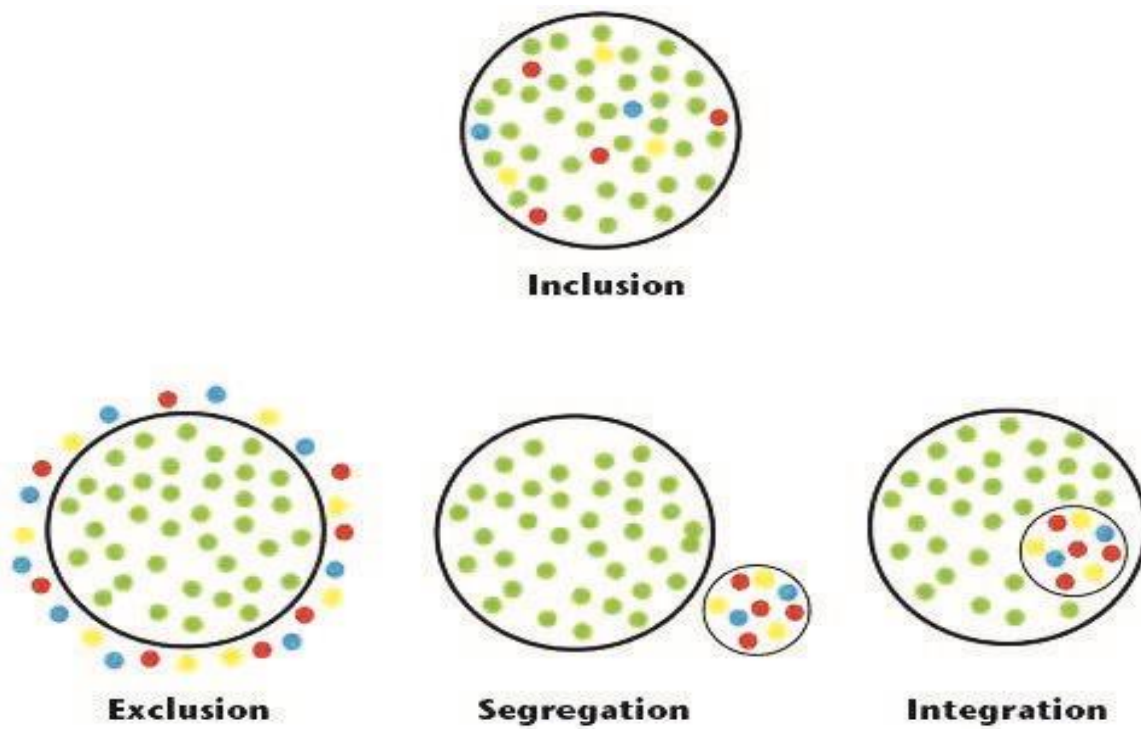
Jonathan Lewis
CEO
Diamond Learning Partnership Trust





OUR ETHOS

Our schools are Inclusive Schools. This diagram demonstrates the ethos we work to.



Nurture, Inspire, Flourish





OUR VISION

'Our pupils at the DLPT can do amazing things, and it is our job to help make this potential a reality. With an outstanding education, every child has the freedom to choose their own future.'

Our vision for The Diamond Learning Partnership Trust is to create schools where every child and young person achieves his/ her potential through a relentless focus on high quality teaching and learning.

Ensuring all pupils make good or better progress in reading, writing and numeracy will be one of our core purposes. All staff will consistently and energetically use the most effective methods for teaching these basic skills. High quality training, from leading experts in literacy and numeracy teaching, will equip them to do so. Underpinning this will be:

- outstanding day-to-day assessment and marking of pupils' work
- first-rate systems for tracking, identifying and celebrating progress
- an exciting, relevant and inspiring curriculum
- excellent support to meet the needs of each pupil

Classrooms, and (in some schools) ICE Zones, will be vibrant, supportive and welcoming. They will be full of pupils motivated by positive, well-paced and purposeful lessons. Lessons which will be delivered by staff who are passionate about the students' success.

Through the Trust, parents and carers will have access to a greater range of services - both for their children and for themselves. Every parent/carers will be able to feel proud of their child's/children's achievements - and will know exactly what these are. Clear guidance will be given about the best ways to support pupils with learning out of school.

Our schools will work in close partnership, building together the capacity to achieve much more than any individual school could.

All of this will be done because, in these schools, the pupils and their education will matter more than anything else, such that each and every child will always have the best possible start.





THE DIAMOND LEARNING PARTNERSHIP TRUST GOVERNANCE AND MANAGEMENT ARRANGEMENTS

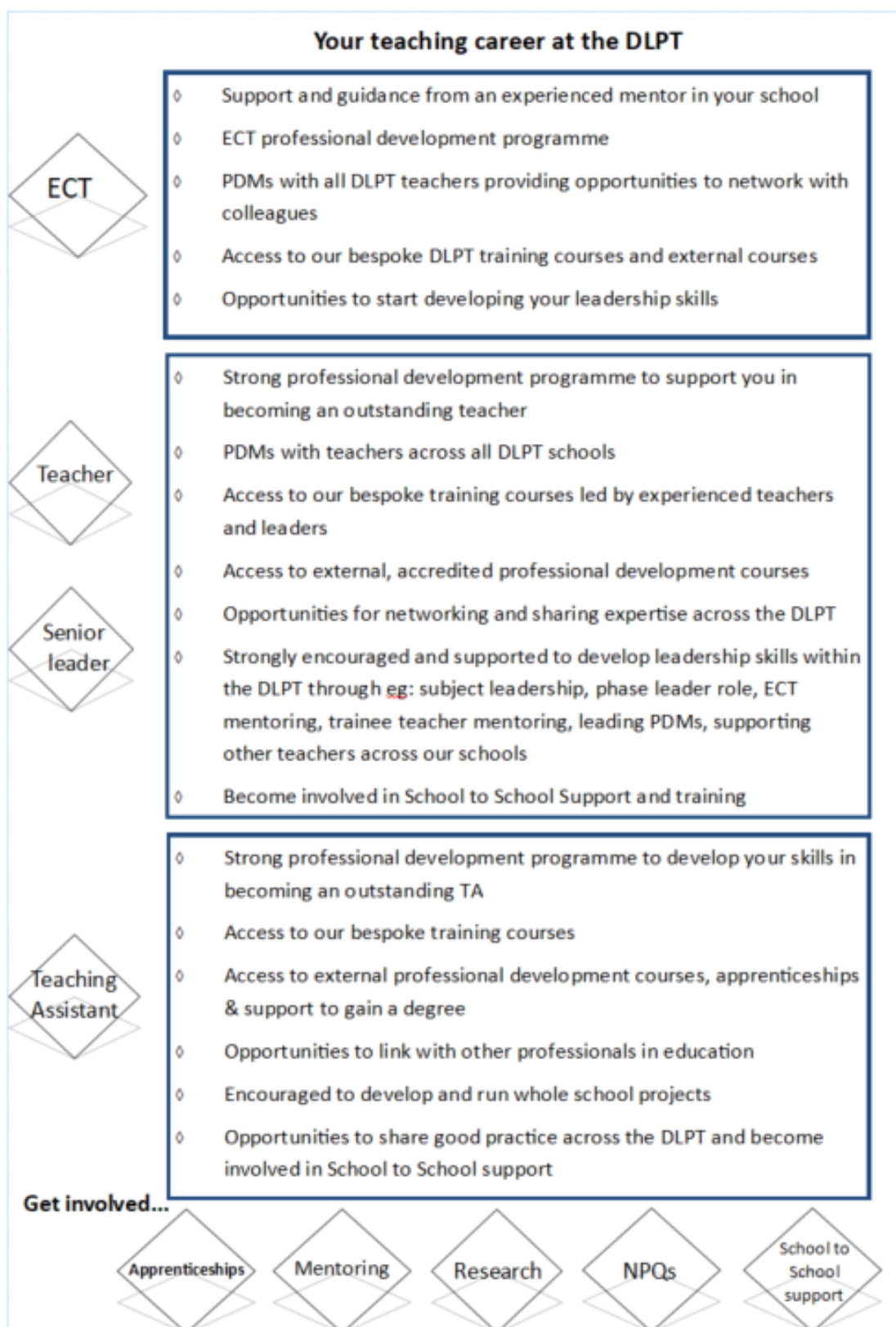
- 1) The Diamond Learning Partnership Trust (the DLPT) is a multi-academy trust (MAT) of schools.
- 2) The governance arrangements are determined by the Articles of Association. These are based on a model set of articles from the Department for Education (DfE), modified where required to reflect that the DLPT is a MAT with Local Governing Bodies (LGB).
- 3) The Articles allow up to 5 members. The members appoint and can dismiss the trustees (known as Directors). The Articles do not require any specific arrangements for governance structure other than two parent members of each LGB. The Directors can co-opt additional trustees.
- 4) The Directors have determined the governance arrangements as follows:
 - a. All committees including LGBs are sub-committees of the Board of Directors (Board).
 - b. All members of all committees including the Chairman are appointed and can be removed by the Board. The Board will normally make all such appointments on the recommendation of the LGB.
 - c. The Board has established and will from time to time revise the Terms of Reference for each of the committees including the LGBs. In aggregate these specify the matters reserved by the Board and the matters delegated to the committees
- 5) TDLPT is funded directly by the DfE through the Education Funding Agency (EFA) and the funds are distributed to the schools by the DLPT. These funds reflect the level of funding of Local Authority maintained schools in the same Local Authority.
- 6) The Chief Executive Officer (CEO), also known for this purpose as the Accounting Officer, is directly responsible to Parliament for the proper expenditure of funds provided by the EFA.
- 7) The Board delegates responsibility for the operation of the DLPT to the CEO.

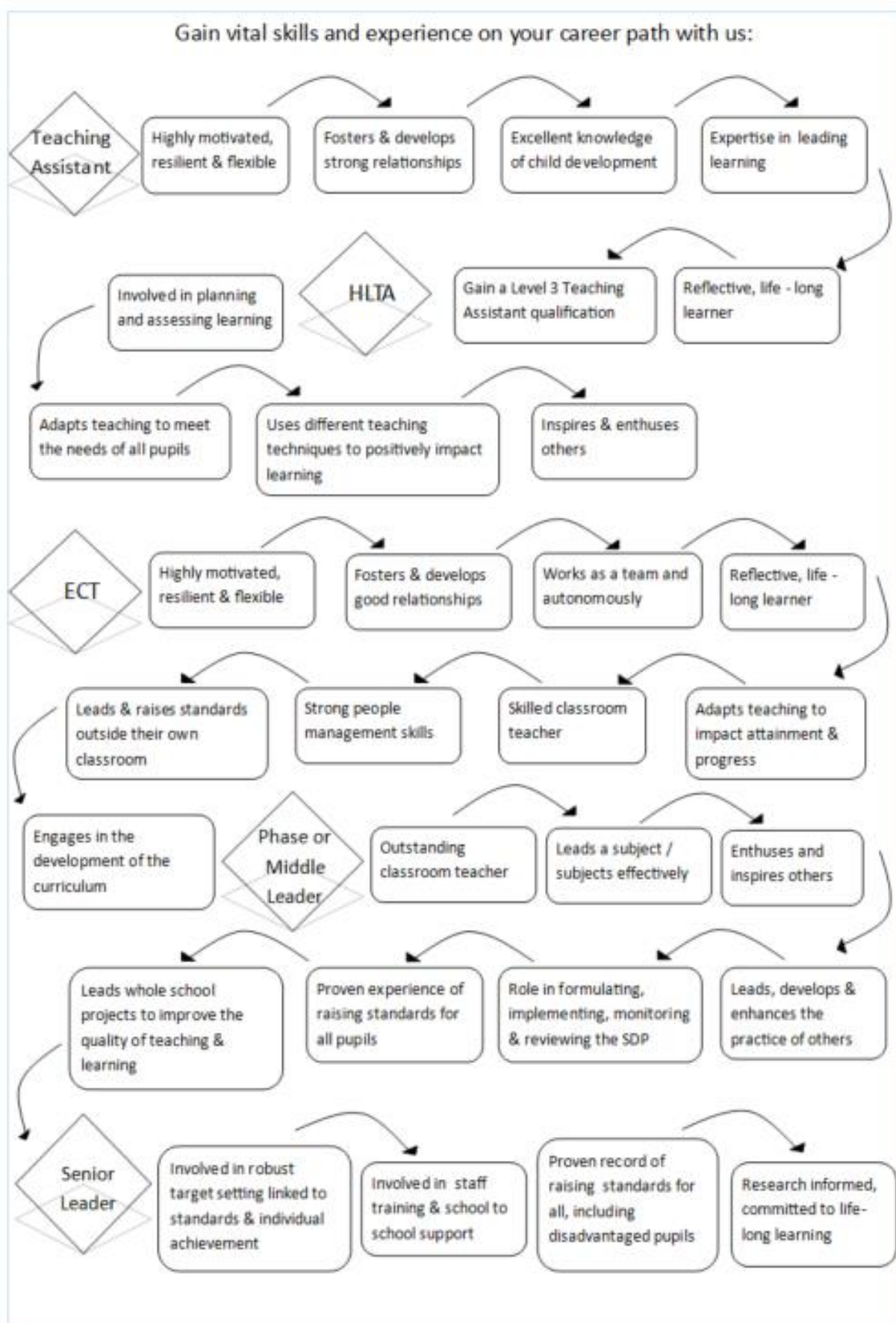
Our scheme of delegation that outlines our governance arrangements can be [found here](#).
A list of our Members and Trustees can be [found here](#).





Your Career







Staff have access to:

- ◊ A collaborative approach to working, including partnered PPA release time
- ◊ Shared resources and planning allowing them to being able to focus on the specific needs of classes, and access to high quality resources such as Power of Reading, Maths Whizz, Accelerated Reader, Grammarsaurus, CUSP and Kapow
- ◊ Centrally-run services that reduce the time-consuming administrative tasks enabling teachers to concentrate on educational performance
- ◊ A focus on Growth Mindset allowing staff more freedom to explore and try new approaches
- ◊ Childcare vouchers
- ◊ A community feel in schools, with sharing lunches and staff nights out
- ◊ Committed colleagues, encouraged to collaborate with each other to follow research projects both in school and Trust wide
- ◊ Opportunities for career progression, to study for a degree and to gain professional qualifications through apprenticeships and NPQs
- ◊ Targeted release time to observe best practice in other schools to then share Trust wide with schools



Access high quality professional development as part of the School Development Programme and opportunities to train/work with other schools within the Diamond Learning Partnership Trust to share best practice and resources.

You also engage with online training through accredited National College courses and webinars to help develop your practice.

Diamond Education & Professional Learning offers a wide range of courses, all of which are free for DLPT teachers and TAs to access. Talk to your Head Teacher and book with us if you wish to attend: cpd@diamonddepl.org

Our website contains a full and updated list of courses and opportunities, so please check in regularly: www.diamonddepl.org

To contact us for any CPD needs, questions or suggestions: cpd@diamonddepl.org





Discover

Exclusive for DLPT staff. A collection of online Professional Development and research from within the DLPT and beyond.

Exclusive to all DLPT staff

Access a wide range of resources, blogs, recommended reads and educational research and much more.

All you need is your personal login.

<https://staff.diamondepl.org>

You will receive a half-termly update about new content.

We welcome all contributions - please contact us with content or suggestions. We're especially interested in your reviews of children's literature, subject specific resources and any research you've found interesting or useful.

**DIAMOND**
EDUCATION & PROFESSIONAL LEARNING

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Our website contains a full and updated list of courses and opportunities, so please check in regularly: www.diamondepl.org

To contact us for any CPD needs, questions or suggestions: cpd@diamondepl.org

For Discover suggestions or content contact Tanya: tgrisby@diamondepl.org





SCHOOL ORGANISATION AND ROUTINES

Key Times

Each school will have its own specific routine.

Please see Appendix 1 at the back for your own school's routine.

Assemblies

Assemblies are a core part of the school's life. The layout will be something like this, but please see your own school's rota for specific information.

Assembly Rota (times will vary from one school to another)

Monday:	Whole School themed
Tuesday:	Specific themed assembly
Wednesday:	Class assembly
Thursday:	Class assembly
Friday:	Celebration Assembly (Head of School)

Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.

Routines

Please check your own school's routine in Appendix 1.

Staff Meetings

Trust Teacher Meetings (PDMs) are held on selected Wednesdays at 4pm.

Please check your own school's meeting schedule in Appendix 1.

Much of the content of staff meetings is determined by the School Improvement Plan and timings are often quite tight. We aim to finish by 5pm and staff are requested to bear this in mind. You must arrive by 4pm.

Business Meetings

These meetings are held as needed. They are for all teaching staff and last no longer than 10 minutes. They are called to deal with unplanned/important situations that cannot be dealt





with in the normal framework. All teaching staff are expected to attend. The leadership teams will try to keep such meetings to a minimum, through communications on the staffroom whiteboard and other staff notice areas, including the intranet.

Phase and Staff Meetings

These are held weekly and for all teaching staff in the phases. Teaching Assistants also attend (some are contracted to stay for one hour).

After School Clubs

All staff employed under STPAC are expected to take one after school club a week unless agreed with the Headteacher. You must ensure the school office has the name, year groups and dates you are able to do the club in the first weeks of September, last week of the Autumn Term and the last week of the Spring Term. No clubs will take place in the first or last weeks of term. Other cancellations are at the Headteacher's discretion.

BEHAVIOURS AND AWARDS

Effective behaviour management is a key aspect of our Schools have specific arrangements for these. Please see the school appendix or local arrangements for managing these.

HOMEWORK

This, along with the class webpages, Facebook and other communication routes, are the public face of the school and it is important that it is done correctly for both teachers and parents. Each school has their own approach for this and it is expectation staff meet these requirements.

CLASSROOM EXPECTATIONS

The Headteacher will set expectations over curriculum, resources, the physical organisation of the classroom, teaching and learning expectations and how parents engage with their children's learning.

KEY STAGE 2 SATS PROTOCOL

The SLT and Year 6 teachers will read and familiarise themselves with the information and test administration guidance (TAG) from the STA (Standards and Testing Agency) that is published on www.gov.uk. Assessment and reporting arrangements (ARA) for the year are





posted in January with more detailed guidance, including key dates, added regularly thereafter.

Prior to SATs week a staff briefing, led by a member of SLT, will be held for all adults involved in administration of the tests. This will make clear their role and responsibilities; written guidance from the STA will be given to staff to read in detail and opportunities provided for them to ask questions and clarify points. Minutes from the staff briefing will be circulated to all staff involved where questions and actions are noted.

The Executive SENDCO and/or Headteacher or Class Teacher (in some schools) can advise and support schools and teachers who need to apply in advance for access arrangements such as modified tests, extra time or rest breaks for particular pupils. It should be carefully considered what is best for the individuals concerned.

Evidence of the level of support regularly accessed by particular children should be available for moderators to see, if required. This should be collated by the class teacher and could include annotated planning, APDR documents, learning plans, notes from pupil progress meetings, class/group profiles or case studies, examples of lesson plans showing individual/small group work and evidence demonstrating how individual children regularly have access arrangements, such as enlarged worksheets or Maths problems read to them. It is important that the arrangements for SATs week itself are carefully planned and well organised, with thought given to the rooms used, supporting adults required, secure storage and handling of test papers and resources/materials to be ordered. It is good practice to display this information in the rooms used for tests so that all staff and any visitors are clear about the arrangements.

Other statutory assessment expectations will be set locally so please refer to your Headteacher for further guidance.

INFORMATION/MEETINGS FOR PARENTS AND CARERS

Letters

The head of School must see all letters and notes before they are sent to parents. Letters are only sent out on a Friday. If you wish the office to produce a letter for you it must be with them by Wednesday morning.





Class Webpage/Class DOJO/Tapestry

Information about what the class has been doing needs to be updated weekly. Photos need to be added to this page. Please ensure you have the list of children without permission to publish photos.

School Facebook page

Every teacher needs to have a school account and should post half termly. Photos should also be posted here. All staff users must have a school Facebook account.

October/March Parent/Teacher Meeting

A ten-minute individual meeting during which parents/carers share information with the teacher. The teacher gives an initial indication as to how well the child has settled in the class and comments on the child's work in key areas. Individual pupil targets are agreed. The meeting times are set up by the school office.

October/March/June SEND Parent/Teacher Meeting

A twenty-minute individual meeting during which parents/carers share information with the teacher. The APDR/Learning Plan is discussed with the parents, targets are set and reviewed and the parent will sign the form. The meeting times are set up by the school office. If the parent does not attend, the teacher should make 2 further attempts to see the parent and seek advice from the SENCO.

Written Reports

Parents receive a tick sheet report at the end of every half term. In July they receive a tick sheet report and a written report. These reports are written using a programme which your Phase Leader will discuss with you at Easter.

Contacting Parents

If parents would like to see teachers in addition to the above, they should ask you for an appointment or phone the school office and ask for an appointment. Other information can be communicated by letter or a quick word.

If teachers wish to communicate additional information to parents, they can do this via phone or a short note. If teachers are unsure and would require further assistance, they are urged to seek guidance from senior management.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

In line with the SEND code of practice and School Teachers' Pay and Conditions, provision for children who have SEND is the responsibility of the class teacher. SENDCOs will advise, provide resources and coordinate support from outside agencies but it is the teacher's job to implement recommendations.





Graduated Approach

The SEND Code of Practice describes a 'Graduated Approach' to Special Needs. In our schools this is as follows:

High quality teaching and Universal Provision – for all pupils.

Targeted Support – for some pupils. Assess Plan Do Review Cycles (APDRs)/Learning Plans are written which set and review targets and identify strategies and support needed to help pupils make progress. There may be involvement of outside agencies and educational professionals.

Specialist Support - for a few pupils. Education, Health and Care Plans (EHCPs) set outcomes for pupils and the actions which are needed to achieve those outcomes. There will usually be involvement of outside agencies and educational professionals.

Teachers are required to update the provision map termly detailing how the Graduated Response supports each child.

Concerns about pupils

If you have concerns about a child's learning or SEND needs, you must follow the 'What to do if you have SEND concerns about a child' flow chart.

Adding pupils to the SEND list

Decisions to add pupils to the SEND list will be made by the SENDCO and class teacher, sometimes in consultation with the headteacher. Often the decision will be based upon the child's year group and the programmes of study in which they are currently working. As a broad guide, where a child is working more than one year below their year group, they will be on the SEND list.

Supporting pupils

Records of targeted support completed will be gathered by the class teacher. Class teachers' planning should indicate how pupils who have SEND are supported in class. This should include:

- The role of any additional adults in the lesson
- Resources to support pupils
- Adjusted activities for pupils when necessary – at a higher level for significantly different needs
- Questions to be directed at pupils with SEND

Additional adults should have planning before lessons. They should not be expected to adapt a lesson, activity or task to make it appropriate for the children with whom they are working. This is the class teacher's job.

At transition points, records of recommendations and strategies that have been implemented will be shared with the next teachers for all children on the SEND register. This may be a pupil strategy sheet, one page profile, provision map or verbal transition





Consulting with Parents

APDRs/Learning Plans are completed once a term and discussed and agreed with parents. Targeted support and strategies agreed will be used from then onwards. Targets in APDRs/Learning Plans will be adjusted each term to identify the next steps.

SEND Folders

SEND folders contain all current information about individual children, and resource sheets for the initial stages of concern. These may be paper based or electronic. They also include the procedures for identification of children with SEND and should be used as a first 'point of access' for SEND information.

Assessment Tools and Support Resources

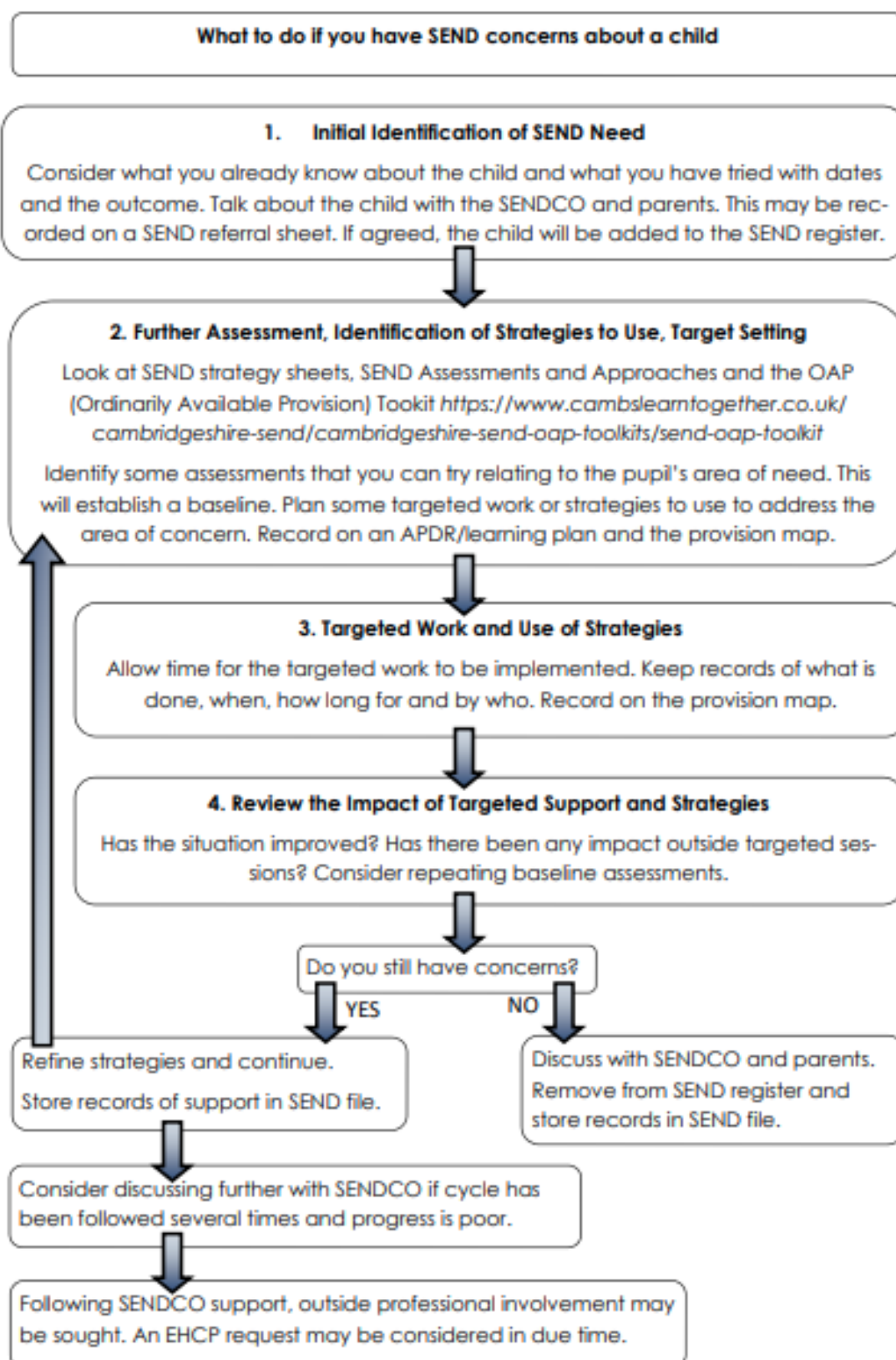
Each school has a folder of assessment tools which teachers can use to find out more about a child's needs before asking for further support. Many of these can be used for baseline assessments. There is also a SEND section for each school on the cloud system (e.g. TEAMS or Google Classroom) with useful information and blank documents for all members of staff to access. The Cambridgeshire Ordinarily Available Provision toolkit should also be referred to. <https://www.Cambslearntogether.co.uk/cambridgeshire-send/cambridgeshire-send-oap-toolkits/send-oap-toolkit>

Further reading

The school website has a dedicated SEND area where there are important SEND related documents and policies and a link to the County Local Offer.

If you need any help with any of this, please talk to your school SENDCO.





DLPT PRIMARY SEND ASSESSMENTS AND APPROACHES

Subject Area	Assess	Approaches (Plan / Do)
EYFS	■ EYFS framework ■ Age equivalent in years/months ■ ELG met or not ■ Early Years Developmental Journal	Speech: Speech wheel of expected sounds at ages Language: Talking boxes Communication: Model play and enhance in provision; Identiplay Vocab: model noun words during play, model verb use during play Interaction: Taking turns/sharing play
Speech and Language	■ Speech sound screen ■ Language screen (Blank levels)	Reduced language, clear unambiguous language Objects of reference, alternative and augmentative communication (AAC) – visual timetables, first/then, gesture, Makaton
Social, Emotional, Mental Health and Social Communication	■ Pupil voice rating 1-10 e.g. how do you feel on a scale of 1-10 ■ Boxhall profile ■ SDQs	Pastoral discussions in class focussing on the children's worries Increased breaks or time with trusted adult, meet and greet Social skills groups, Lego therapy, Emotional Literacy activities/groups, mentoring Play therapy for highest level of need
Sensory	■ Sensory checklist/ sensory screening tool	Sensory circuits, movement breaks, sensory diet (throughout the day), extra squashing Reduced sensory stimuli, use of ear defenders, pressure vests, weighted items
Maths	■ Numbots/TT Rockstars (heat map and age equivalent) ■ NFER score ■ Times tables/Number bonds check ■ Teacher assessed year group level ■ Number sense assessments ■ Numicon assessments ■ Ready to Progress Documents ■ DANS (Diagnostic Assessment of Numeracy Skills) ■ Sandwell Early Numeracy Test	TT Rockstars and Numbots adjusts the level to the correct level, must review the usage and progression weekly and put in targeted support if not progressing Analyse NFER and pick specific areas of difficulty Weekly arithmetic sessions Read NFER papers if reading is a difficulty too Number Sense activities Number box Preteaching/overlearning Visual models and use of manipulatives



The Diamond Learning Partnership Trust: Staff Planner and Guide

Phonics	■ Phonics screener ■ Phonics tracker ■ FFT/Little Wandle assessment	5 minute box, Direct phonics or sound write, Flashcards with actions and pictures, Precision teaching, Expanded rehearsal technique (ERT) Phonological Awareness Training (PAT) - Onset and rime focus
Reading – decoding	■ Running record/miscue analysis ■ PM benchmarking ■ Reading age ■ FFT/Little Wandle assessment ■ Non-word reading test ■ Phonics screening test ■ NGRT (decoding)	Phonics intervention/catch up; Little Wandle/FFT interventions Teach reading strategies (Powerful Reading decoding strategies - chunking, skipping, clues, skimming); Use 1:1 reading alongside Powerful Reading decoding strategies Reading recovery template; Text to speech (laptop or tablet) Phonological Awareness Training (PAT – onset and rime); SoundsWrite Star Readers books, Oxford Reading Tree colour banded books, Barrington Stokes Texts Catch up reading books/HILO books: Project X, Moon Dog Series, Rescue Series, Totem Series, Talisman Series, Island Adventure, [Hope Education]
Reading - fluency	■ Number of words read in 60 seconds / 1 minute reading test ■ FFT reading assessment ■ ERT assessment ■ High frequency word list - year R, 1/2, 3/4, 5/6	Precision teaching Expanded rehearsal technique (ERT) Read two books: a book for engagement (paired reading) and a book of correct decoding ability (read in usual way) Echo reading
Reading - comprehension	■ NFER score ■ Blank level questioning ■ Reading age ■ FFT reading assessment ■ PM Benchmarking ■ NGRT (comprehension)	Picture discussion tasks (Language for Thinking), Oxford Reading Buddy, Immersive reader (Microsoft) 1:1 reading alongside Powerful Reading scaffold Comprehension books and Developing Comprehension Books Twinkl 'Totally Pawsome Gang' (focus on a different comprehension area) DARTS (Directed Activities Related to Texts) Preteaching/overlearning





Writing	■ Writing expected standards for each year group ■ Pre key stage standards ■ Moderation of writing descriptors ■ Teacher assessed year group level	Clicker Forced order word mats, Post it note sentences, Cubes to remember words Colourful semantics; Shape coding Speech to text (laptop or ipad), Dictate function in word (Microsoft online), Scribe, Oral rehearsal, Talking tins Support for Basic Grammar, Building Sentences, Writing sentences
Spelling	■ High frequency word list – year R, 1/2, 3/4, 5/6 ■ Standardised spelling test raw score (without punctuation and grammar) ■ Helen Arkell Spelling Test	Making up mnemonics Spelling strategies sheet Look/cover/write/check https://uk.ixl.com/english/spelling , Spelling Attack, Word Shark, Cued spelling Purple Mash – spelling activities (organised by year, term, spelling rule)
Handwriting	■ Legibility level ■ Handwriting checklist ■ Number of letters formed correctly out of 26 (what formation patterns) ■ How many words written in a minute	Left or right handed? Write from the Start Handwriting fluency and legibility focus work Fizzy skills program, OT hand skills booklet Scribe, Laptop use, clicker Touch type (Purple Mash - 2Type); BBC dance mat; Doorway online





FIRST AID

Sufficient members of staff are trained in First Aid. Each classroom/area has an allocated First Aid base. All inhalers should be kept with the class, together with any hypo kits and epi-pens. A school inhaler is kept in the office for emergency use. Details of pupils with medical needs will be kept in the classroom. Training will be given for these pupils.

Controlled medication is kept in a lockable cupboard. It is important that parental consent forms and administration forms for all medicine administered in school are completed fully and kept up to date. See your Senior Administrator or Headteacher if you have any concerns. A guide to the requirements for first aiders in schools is contained in the document 'DLPT First Aid at work needs assessment' that can be found on the Discover portal.

A list of First Aid trained staff is available from the office and is displayed in each area of the school. A list of Paediatric First Aid trained staff is held in the office.

PROCEDURE FOR DEALING WITH ILLNESSES AND ACCIDENTS

The DfE publishes a good practice guide, "Guidance on first aid for schools", which should be followed.

Serious Illnesses and Accidents

1. If it is serious, send for another adult immediately.
2. The pupil must be seen by a First Aider, and a member of the SLT informed immediately.
3. SLT will monitor the situation calling for a paramedic is required and contact the pupil's parent.

Less Serious Illness and Accidents

1. If the accident is less serious ask another adult for an opinion and carry out the necessary First Aid.
2. Each phase area/classroom should have a First Aid kit – please tell the school's appointed person if there are any items missing
3. Playground accidents should be dealt with in the following manner:
 - Pupil reports accident/illness to member of staff.
 - Member of staff refers the matter to the member of staff on First Aid.

A First Aid Kit must be with a member of staff when pupils are outside the school building, including on the playground.

All incidents that are reported to a member of staff must be recorded in the First Aid Book (and Accident Book if necessary). Children who are seen by First Aid staff must take a note home that evening, explaining to parents/carers what has happened and how it has been dealt with. The Accident book should be reviewed periodically (termly) to identify any patterns in incidents that might relate to a specific location or activity. This provides a pro-active method of identifying where mitigations may be required.

Head Injuries

Any pupil who has bumped or cut their head must be monitored after they have been treated. Parents must be phoned as soon as possible and should be given the opportunity to take their child home. Pupils





who are seen by First Aid staff because of a head injury must take a note home that evening, explaining to parents/carers what has happened and how it has been dealt with. Younger children will wear a sticker advising that they have received a head injury that day.

HEALTH AND SAFETY

Health and Safety is the responsibility of everyone in the school. All perceived hazards should be reported immediately to the Headteacher or a member of the senior management team in his/her absence. Health and Safety concerns should be reported verbally and then recorded in writing. The date should always be logged. If you require any support with Health and Safety issues or have any specific questions, please contact the Trust Estates Manager. Please familiarise yourself with the Trust Health and Safety Policy, which you'll find here: [DLPT H&S Policy Manual 2025](#)

GUIDANCE ON THE FIRE DRILL

Fire drills will happen once every half term. Please ensure you and your class are familiar with the following procedure, and any other instructions particular to your school.

1. Stop what you are doing. Do not talk.
2. Listen to the instructions from the adult you are with.
3. Line up in silence.
4. Take the Fire Register from the front of the class. Make sure the Fire Register is always with the staff member and children if a class is away from its classroom in another part of the school.
5. Go outside to the Assembly point.

ASBESTOS

Asbestos is present in several schools within the Trust and is often found in insulation, ceiling and floor tiles, in spray coatings and boiler houses. Breathing in air containing asbestos fibres can lead to asbestos related diseases such as cancers of the lungs. All staff are required to complete online asbestos training annually and should report any concerns to their Headteacher in accordance with the Trust's Asbestos Management Policy.

Staff are reminded not to use drawing pins, nails etc. in any ceiling tiles or areas where asbestos may be present, to ensure that any asbestos present is not disturbed.

DLPT contract into an Asbestos management service through Cambridgeshire County Council (CCC), under this contract CCC maintain our Asbestos records and support our management processes.

Should any freedom of information or other requests relating to Asbestos within our schools be received then please contact CCC directly or the DLPT estates manager in the first instance for support.

Important things to remember

- Asbestos is only dangerous when disturbed – avoid unnecessary disturbance
- If unsure, presume that material contains asbestos
- The duty to manage does not require asbestos removal
- Report any concerns to your Headteacher





PROTOCOL FOR RECEPTION-KS2 PUPILS NOT COLLECTED FROM SCHOOL AT THE END OF THE SCHOOL DAY / ACTIVITY

Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. A similar duty is placed on Independent Schools and Academies (Section 157). This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school, and where the Governing Body or Proprietor retains responsibility for the use of school premises. This protocol is an example of arrangements which have been agreed by Children's Social Care and the Police.

Each Academy within the Diamond Learning Partnership Trust (DLPT) recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with pupils who are not collected at the end of a school day, or at the end of an authorised activity.

The protocol will be brought to the attention of parents, in writing, when their child starts school. The DLPT agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety. The Designated Safeguarding Lead in the relevant school will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and Procedures. In situations where the Headteacher considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child.

Procedures

If a pupil in school years Reception to Year 6 is not collected by a parent/carer after the school day or approved activity, the Headteacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact. In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring the county Direct Contact Centre/allocated Social Worker/Emergency Duty team to discuss the concerns and ask advice. This will allow the Social Care Unit/ Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

The Council Contact Centre should be the first point of contact. The Headteacher, Designated Person, (or other senior member of staff should these be unavailable), should ring **0300 029 5050** for Cambridgeshire schools, **0300 123 4043** for Hertfordshire, or **01733 747474** for Peterborough and request a discussion with the Duty Social Worker for Children's Services. Social Care will give advice and make appropriate checks. However, school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation.





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If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child or children.

If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care Unit/Team (or other appropriate venue), who will arrange a place of safety. This is considered to be a last resort, and parents/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/ carers at the earliest opportunity.

For Hertfordshire 0300 123 4043 is active 24 hours a day. NB [Children's social care | Hertfordshire County Council](#)

For Cambridgeshire 0300 029 5050 is active Monday-Friday 9-5 only. NB [Welcome to the Children's Services Procedures Manual](#)

For Peterborough 01733 747474 Monday is active to Friday 9-5 only. NB [Welcome to the Peterborough Children's Services...](#)

Schools should contact the Emergency Duty Team after these hours, on 01733 234724.

Transporting Pupils

Plans for transporting a pupil will comply with local arrangements concerning insurance, staff availability out of hours and any relevant information from the school relating to the pupil's special needs or behavioural difficulties. All occasions when a child or young person requires transport in an emergency situation must be recorded and reported to a senior manager and the parents.

During office hours, the county Contact Centre will ensure that the relevant Social Care Unit/ Team is alerted.

Any call which results in action being taken by Social Care/Police should be followed up by an early help assessment or Referral Form to Children's Social Care according to advice given to the school staff.

Regularly Transported Children

Where arrangements are in place for a child or young person to be transported regularly from school in approved Education transport, the driver will wait for five minutes and then inform the school or Education Transport (or Social Care if the others are not contactable).

If other children have to be taken home, the pupil will remain in the vehicle while this is done.

The driver will leave a pro-forma at the pupil's address with the relevant contact details. Unless directed otherwise, the driver will attempt to deliver the pupil home once more. In the meantime, the school or Education Transport will liaise with Social Care via the county Contact Centre, on **0300 029 5050** (for Cambridgeshire schools) or **01733 747474** (for Peterborough) or **0300 123 4043** (for Hertfordshire) in the event that the parent/ carer is still unobtainable.

Major Incidents

If an incident occurs which results in a large number of pupils not being collected, Social Care will be contacted at the earliest opportunity, because it may be necessary to accommodate the pupils at a





single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Authority's emergency plan.

SAFEGUARDING, PREVENT, WHISTLEBLOWING AND VOLUNTEERS

Definition of safeguarding

- Protecting children from maltreatment.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

All adults working in a school have a duty to follow child protection procedures regardless of their position.

*"It is essential that **everybody** working in a school understands their safeguarding responsibilities."*

*"Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the **best interests** of the child." (Keeping Children Safe In Education, DfE.)*

Each School has at least two members of staff who are trained as the Designated Person for Child Protection (DP). You can find the names of these people in your school on the Safeguarding Posters displayed around each school or on the Staff Secure Area on the School website in a document called 'DLPT Safeguarding Team'.

If you have any concerns that a child may be at risk of harm it is your duty to raise these concerns with a DP. Log of Concern forms can be found in staff rooms in every school. A form needs to be filled in for any concern you have about a child and given to your DP as soon as possible even if you have raised the concern in person; you should work to the principle "if it's not written down it didn't happen".

Staff are required to have read the following documents which can be found either in the school office or on the Staff Secure Area on your school website. These documents are regularly updated so please ensure that you keep an eye out in the staffroom for the most up to date versions:

- Guidance For Safer Working Practice
- Keeping Children Safe in Education Part 1
- School Safeguarding and Child Protection Policy

The guidance and policies on Safeguarding are not limited to the above policies and staff should also ensure that they have read the other policies contained within the Safeguarding Policies Section on the Staff Secure Area of their school website.

All staff are required to read [the full policy](#).





Prevent Duty

Protecting children from the risk of radicalisation is seen as part of schools' and childcare providers' wider safeguarding duties, and part of protecting children from significant harm. It is the duty of staff to have "due regard to the need to prevent people from being drawn into terrorism".

Each school has a Prevent Lead, if you have a concern that a child or his/her family are at risk of radicalisation then you must complete a Log of Concern form, label it Prevent and hand it to your Prevent lead and/or your DP as soon as possible.

Prevent training is delivered as part of the National College 'Safeguarding and Prevent' three yearly cycle of training, and also within the annual 'Safeguarding Children Refresher' training course. All staff must complete this training when they receive the email training alerts. Training alerts are sent to your work email address which you should be monitoring regularly (minimum weekly).

For further details please refer to the DLPT Prevent Policy which is situated on the school's website (Staff Secure Area) [Trust Policies - The Diamond Learning Trust](#). **All staff are required to read the full policy.**

Whistleblowing

The DLPT Whistleblowing Policy protects staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties. **The school whistleblowing policy has a key role to play in safeguarding pupils.**

All workers have the right to raise concerns about perceived unacceptable practice or behaviour. The responsibility for expressing concerns about unacceptable practice or behaviour rests with all workers, and under the Trust's Health & Safety Policy workers are expected to raise concerns about potential health and safety risks.

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity.
- child protection and/or safeguarding concerns.
- miscarriages of justice.
- danger to health and safety.
- damage to the environment.
- failure to comply with any legal or professional obligation or regulatory requirements.
- financial fraud or mismanagement.
- Negligence.
- breach of our internal policies and procedures including our Code of Conduct.
- conduct likely to damage the school's reputation.
- unauthorised disclosure of confidential information.
- the deliberate concealment of any of the above matters.

A whistleblower is a person who raises a genuine concern that he/she believes is in the public interest relating to any of the above.





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Staff are encouraged to raise concerns initially with their immediate Line Manager and/or Head of Department by speaking to them in person or putting the matter in writing. This will depend on the nature of the concerns, the seriousness and sensitivity of the issues involved and who is alleged to be involved. Team meetings and other opportunities can be used to ask questions and to seek clarification on issues that concern them.

However, where the matter is more serious, or the Line Manager/Head of Department has not addressed the concern, or the worker would prefer not to raise it with them for any reason, then they should contact the Headteacher.

Alternatively, workers who feel that they cannot approach any of the managers within their own area may approach the CEO, the HR (People) Department or any member of the DLPT Board.

The school and/or the Trust will listen to your concern, investigate and take the necessary action required dependent on the nature of the concern raised.

The DLPT is committed to supporting and actively encouraging staff to report genuine concerns that something is not right. Any concerns raised will be treated sensitively, responsibly and professionally. It is understandable that whistleblowers are sometimes worried about possible repercussions. The Trust aims to encourage openness and will support workers who raise genuine concerns under this policy, even if they turn out to be mistaken.

For further details please refer to the DLPT Whistleblowing Policy which is situated on [Trust Policies - The Diamond Learning Trust](#) or available from the HR(People) Department. **All staff are required to read the full policy.**

Volunteers

Schools' welcome volunteers in the classroom many of whom may be parents of children in your class or matched with the school through programmes such as 'Schools Readers'. Volunteers can be a valuable resource to aid learning and support in the classroom, can help develop the parent and school relationship and form a partnership with the wider community. Volunteers can help in many ways; reading with children, part of the PTA Association, after school clubs and much more.

It is essential though that we ensure that anyone working in one of our schools is safe to do so. Therefore, before someone can volunteer, they must be seen by the HR office. All volunteers are subject to Safer Recruitment checks which include (but are not limited to) an Enhanced Disclosure and Barring Service (DBS) Check, Disqualification Declaration, identity checks and any other required safer recruitment checks. It is essential that if you are approached by anyone who makes a request to volunteer you ask that they visit the school website 'Volunteers Page' and/or contact the HR Office. Once you have received confirmation from the HR office or the School Office that a volunteer has been cleared, you can invite the volunteer into your classroom.

For further details on volunteers in the classroom please visit your school website, 'Volunteers Page' or speak to the HR Office.

STAFF CODE OF CONDUCT

School staff are role models in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee





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has an individual responsibility to maintain their reputation and the reputation of the school and the Trust, whether inside or outside working hours.

Everyone is required to comply with the following principles:

- Set an example.
- Demonstrate respect for diversity and promote equality.
- Safeguard pupils.
- Demonstrate honesty and integrity and uphold pupil trust and confidence in the school.
- Maintain professional conduct outside work.
- Maintain professional standards in the workplace.
- Endeavour to develop productive and supportive relationships with all school colleagues.
- Uphold school policies and procedures and raise any concerns about the life or running of the school in a responsible and appropriate way.

All staff are required to ensure that they understand these principles and the expected standard of behaviour. A fuller description of these principles can be found in the 'Staff Code of Conduct' which is in your policies folder in Edupay, and situated on the Staff Secure Zone on the DLPT website [Trust Policies - The Diamond Learning Trust](#). **All staff are required to read the full policy.**

The Code of Conduct should be read in conjunction with other school policies including but not limited to the Equal Opportunities Policy, Whistleblowing Policy, DfE Keeping Children Safe in Education Guidance, and Dress and Appearance Policy. These policies can be found on the DLPT website [Trust Policies - The Diamond Learning Trust](#).

CONFIDENTIALITY

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and that they will always be mindful of this, including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors and the playground.

A "needs to know" approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a 'needs to know' basis for all present to hear.

In discussion with others not directly involved or who do not need to know specific or general information, staff should avoid being drawn into discussions which relate to school matters or matters regarding an individual child, group of children or their families. If there are any concerns in this matter, please refer them to the Headteacher or a member of the Leadership Team. Details relating to children are confidential and should only be shared with staff and specific support groups/organisations as part of their professional role or with the parents/guardians of the child in question. Confidential records including those in hard copy, on a laptop or on an encrypted memory stick should be always kept in a safe place and should not be left in open places in school, at home or left in cars.

Staff are also reminded that information placed on social media sites such as (but not limited to) Facebook and Instagram can inadvertently lead to confidentiality issues and therefore staff should refrain from posting or discussing anything to do with the school, children or their work on such sites.





Social Contact, Social Networking, Social Media and Public Speaking

The DLPT supports the appropriate use of social media both personally and, if authorised, on behalf of the DLPT. If you engage with social media, you are expected to uphold the Trust's vision and values whilst being responsible and respectful. Remember you are responsible for what you say or post online.

All social media and social networking accounts created by DLPT employees using a DLPT business address are considered property of the DLPT. You must be authorised by your Headteacher or the CEO before you create these DLPT owned properties.

Whether through social media or other forms of public speaking, you may not represent that you are speaking on behalf of the school or Trust unless you are authorised to do so by your Headteacher or the CEO.

The DLPT social media policy has been written to support and develop all members of the school community's understanding of the risks involved, and to develop a structure of good practice that supports innovation and provides a framework of good support, whilst protecting the Trust's reputation and that of the staff and community. Further details regarding the safe use of social media is contained within The DLPT social media policy which is located on the Staff Secure Zone of the school's website. **All staff are required to read the full policy [Trust Policies - The Diamond Learning Trust](#).**

A social networking site is any website which enables its users to create profiles, form relationships and share information with other users. It also includes sites which have online discussion forums, chatrooms, media posting sites, blogs and any other social space online. It includes, but is not limited to, sites such as Facebook, Instagram, Snapchat, X and Wikipedia.

The DLPT Social Media Policy applies to the use of social media for both business and personal purposes, whether during school/ working hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff or any other IT equipment.

Behaviour online can be permanent and so staff must be particularly cautious about what they say via a media which is instantly public and effectively impossible to retract.

Breach of the policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach.

Staff may be required to remove internet postings which are deemed to constitute a breach of the policy. Failure to comply with such a request may in itself result in disciplinary action.

Staff must be aware that their role comes with particular responsibilities, and they must adhere to the school's strict approach to social media.

Staff must:

- ensure that wherever possible their privacy settings on social media sites are set so that pupils cannot access information relating to their personal lives.





- obtain the prior written approval of the Headteacher to the wording of any personal profile which you intend to create where the school is named or mentioned on a social networking site.
- seek approval from the Headteacher before they speak about or make any comments on behalf of the school on the internet or through any social networking site.
- report to their Line Manager immediately if they see any information on the internet or on social networking sites that disparages or reflects poorly on the school.
- immediately remove any internet postings which are deemed by the school to constitute a breach of the social media policy or any other school policy.
- weigh up whether a particular posting puts their effectiveness as a teacher or employee at the school at risk.
- post only what they want the world to see.

Staff must not:

- provide references for other individuals, on social or professional networking sites, as such references whether positive or negative can be attributed to the school and create legal liability for both the author of the reference and the school.
- post or publish on the internet or on any social networking site, any reference to the school, your colleagues, parents or pupils.
- use commentary deemed to be defamatory, obscene or libellous. Staff must exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.
- discuss pupils or colleagues or publicly criticise the school or staff.
- post images which include pupils.
- initiate friendships with pupils on any personal social network sites.
- accept pupils as friends on any such sites; staff must decline any pupil-initiated friend requests.
- use social networking sites as part of the educational process e.g. as a way of reminding pupils about essay titles and deadlines unless it is via a school managed secure site, such as the school's closed Facebook page.

Staff must not be "friends" or have personal online contact with individuals or with groups of students on social networking sites. The DLPT recognises that in some schools' friendships between parents and staff may exist but advises that staff must not accept current pupils or parents as friends where no external friendship out of the school environment exists – personal communication could be considered inappropriate and unprofessional and makes staff vulnerable to allegations.

Staff and volunteers must not give their personal details such as home/mobile phone number or home address to pupils unless the need to do so is agreed with a member of the Leadership Team.

Personal use of social media is never permitted by means of our computers, networks and other IT resources and communications systems.

To protect employees', own professional reputation and that of the school, the Trust reminds all members of staff that all communication via social networking sites must be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended.





TRANSPORTING PUPILS

On occasions, the use of private cars for transporting small numbers of people may be required, either taken by a teacher to a local school for a lesson or the sports team being taken by parents/carers to an away sporting match.

Staff should not offer lifts to pupils unless the need for this has been agreed by a member of the Leadership Team.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort. If a parent is driving pupils without the supervision of a staff member, he or she must have a current DBS check in place.

It is a legal requirement that all passengers wear seatbelts, and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children. Staff and parent volunteers should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

All drivers must have fully comprehensive insurance cover when carrying children. Members of staff are asked to check that their car insurance covers business use, which will then allow them to transport pupils in their own private cars.

Staff should never offer to transport pupils outside their normal working duties, other than in an emergency or where not doing so would mean the child might be at risk. In these circumstances the matter should be recorded and reported to both their Line Manager and the child's parent(s).

For further details please refer to the DLPT Transporting Pupils Policy which is accessible via the Staff Secure Zone on the school website [Trust Policies - The Diamond Learning Trust](#). Staff must ensure that they have read this and complied with the terms of the policy before organising transport for pupils.

PHOTOGRAPHY, VIDEOS AND OTHER CREATIVE ARTS

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. The Data Protection Act 1998 affects the use of photography. An image of a child is personal data, and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for school websites, productions or other purposes. A list of those children we are NOT allowed to use in photographs or video is held in the school office for all staff to access as necessary.

Using images of pupils for publicity purposes will require the age-appropriate consent of the individual concerned and their legal guardians. Images must not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

When using a photograph the following guidance must be followed:

- use a school camera not your personal camera or camera phone.
- if the photograph is used, avoid naming the pupil.
- if the pupil is named, avoid using the photograph.





- images must be securely stored and used only by those authorised to do so;
- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- ensure that an SLT member of staff is aware that the photography/image equipment is being used and for what purpose.
- ensure that all images are available for scrutiny to screen for acceptability.
- be able to justify the images made.
- do not make images in a one-to-one situation.
- do not take, display or distribute images of pupils unless consent has been obtained.

For further details please refer to the DLPT Policy for the Use of Photography and Video in School which can be obtained from the school website [Trust Policies - The Diamond Learning Trust](#). Staff must ensure that they have read this and complied with the terms of the policy before using images of pupils.

DRESS

Teachers and education support staff are professionals. The school considers staff appearance to be important in portraying a professional image to all users of its services, whether pupils, parents, governors, visitors, colleagues, or other agencies.

The school expects that the clothes worn to work reflect this; staff are expected to wear business clothes to a standard appropriate within a learning environment for effective teaching and learning.

All staff must change into suitable clothing and footwear for P.E. acting as role models for the students in what is appropriate to wear. All staff must wear PE kit for PE lessons **only**. It is never appropriate for staff dress to reveal underwear

For further details please refer to the DLPT Dress and Appearance Policy which is situated on the school website [Trust Policies - The Diamond Learning Trust](#).

MOBILE PHONES

All staff are reminded that it is not acceptable to have a mobile phone switched on during lessons. Mobile phones should not be used in spaces where children are present (e.g. classroom, playground). Use of phones (including receiving/sending texts and emails) should be limited to noncontact time when no children are present e.g. in office areas, staff room, empty classrooms.

Staff mobiles should never be used to take photographs, video or record children. If a child brings in a mobile phone to school, it should be handed in to be locked away and collected at the end of the day. Staff should ensure that parents do not use mobile phones in the school building or grounds.

For further details please refer to the DLPT Mobile Phone Policy which is situated on the school website [Trust Policies - The Diamond Learning Trust](#).

DATA PROTECTION AND PRIVACY





Data Protection

The protection of privacy and providing for individual's rights in the collection and use of their personal data is established through European Union and UK law i.e. the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). The DLPT collects and makes use of a wide range of personal data for students, staff and others who interact with us. It is important when collecting personal data that only the minimum amount of information necessary to complete a task/activity is collected. This personal data should then only be used for the purposes for which it was collected, and all reasonable steps must be taken to secure and maintain the confidentiality of that data.

All members of staff should familiarise themselves with the 'core' privacy notices that the DLPT publishes and maintains; these set out what student and staff personal data are collected, the purposes and uses that will be made of this and with whom personal data may be shared. Those documents are in effect promises to students and staff. Being familiar with how personal data are to be used will help the DLPT to meet its stated commitments.

Your personal information

The DLPT will process the information in your employment record only for the purposes of administration and will keep it secure. The DLPT shall ensure that it handles all personal data correctly and lawfully. It will only be disclosed for administration of your employment with the Trust, if required by law or with your consent. If you require access to your employment record, either during your employment or after its termination, you must make a formal Subject Access Request. There is no charge for the provision of this information. The Trust may withhold certain information which is exempt from the Right of Subject Access.

Monitoring

The DLPT reserves the right to monitor email communications, internet usage and telephone calls to ensure responsible usage as described in The DLPT Monitoring Policy.

Handling of personal information

In the course of your employment with the Trust you may have access to personal information of pupils, staff and other contacts of the Trust. You must follow the Trust procedures on dealing with personal information to ensure that a breach of GDPR and other related legislation does not occur.

Where a data breach or incident does occur it is your responsibility to ensure that a Trust GDPR representative is made aware as soon as possible. In the event of a data breach or data incident you must follow the DLPT Personal Data Breaches Response Procedures and immediately notify Christy Fowler, who will in turn immediately notify the DPO and Lead Executive Headteacher.

For more information on how the DLPT uses personal data and our commitment to protecting sensitive personal data please visit <https://diamondlearningtrust.com/gdpr/>





DIRECTED TIME

The policy on directed time aims to exemplify how teachers should balance the 1265 hours of 'directed time' they are contracted to work. The chart below exemplifies the Trust's expectations for a KS2 teacher. Teachers in the Foundation Stage and KS1 are required to follow the spirit of this exemplification.

Activity	Hours per week	Hours per year
Teaching	24 5	931
Staff meetings	2	76
Break Duty x 2	0 5	19
Registration	0 83	31 54
Assembly x 2	0 67	25 46
Planning, preparation and assessment (PPA) time	2 67	101 46
After School Club (45 mins for 20 weeks)	0 395	15 01
INSET days	0 658	25 004
Parents' evenings and open evenings	0 3	11 4
Performance management meetings	0	0
Contingency time		0
Time used:		1235 874
Time left over:		29 126

PAY, OVERTIME AND EXPENSES

All staff are paid on the 27th of each month, unless this date falls on a weekend or public holiday. If the 27th is not a working day, you will be paid on the last working day preceding the 27th. Payroll cut off each month is the 17th.

Any errors in pay must be notified immediately to the appropriate person in school who will contact the HR office payroll@diamondlearningtrust.com.

Overtime must be agreed by the Headteacher and/or Line Manager in advance. Any overtime accrued must be submitted, via Edupay, for approval by the Headteacher/Line Manager, and must be done so on a monthly basis.

Staff should avoid incurring any work expenses and should complete a requisition form for any requested purchases. These must be authorised by the Headteacher. Should any expenses be accrued, these must be submitted, with attached receipts, invoices or any relevant paperwork, in Edupay. Mileage should be claimed on Edupay with the start and end point named on a map with mileage attached. Home to school base mileage should be removed when not travelling to or from your school base. A good website for this is [Route Planner | Directions, traffic and maps | AA](#).

Please see the DLPT Travel and Subsistence Policy for more details. A copy of this policy is available on your school website or from the DLPT website [Trust Policies - The Diamond Learning Trust](#).

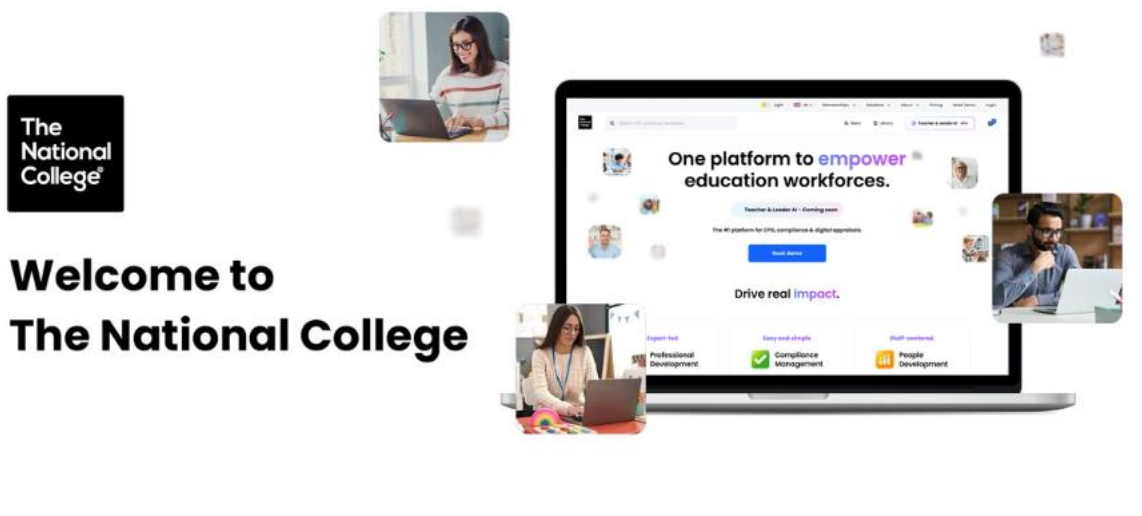




STAFF TRAINING AND COMMUNICATION

Our expectation for CPD

All employees of the DLPT are required to attend mandatory training courses as set by the Academy and the Trust. Our training directory is developed annually and includes all mandatory training which is provided to staff throughout the year. These courses include (but are not limited to) Safeguarding and Prevent, Fire Awareness, Food Hygiene, First Aid, and Health and Safety. Staff will be asked to attend training courses at various times throughout the year. It is a requirement that all staff attend any course they are booked to attend. To aid the Trust deliver this training programme we use The National College for some of our training courses.



The National College provides online access to training for all staff. Training requests will be sent to your school email address with a link to take you to the required training. It will be delivered in the form of a short online course. Once training is complete you will be presented with a certificate which you can print off. Staff will be able to access the portal with the School ID and a username and password which the National College administrator will set for you. Details will have been sent to your work email address. Diamond EPL will be tracking training centrally through the National College system and staff are required to monitor their work email address regularly (recommended weekly) for alerts and reminders.

There is a help section within National College which has guidance sheets for staff to refer to if they have any questions. You'll find it here [The National College | CPD for Schools, Trusts, Colleges & Nurseries](#). There are also guidance documents on the DLPT portal, *Discover*. Any further queries please contact info@diamondepl.org.

STAFF COMMUNICATION/ACCESS TO INFORMATION

Email Account

All staff have their own work email address. This will have been set up when you started. You can access your email account from any mobile device or computer by visiting: <https://outlook.office365.com>





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This work email address will be used for all staff communications and training alerts. You are responsible for ensuring that you check this email address regularly (recommended daily / expected weekly). To access your email account, you will need your username and password. If you do not have these already, please contact HR. For security reasons you are required to change your password every 6 months. Staff who do not have access to a computer at home will be given access to a computer at work where they can log in to their staff email account. Please speak to your school office for further details on this.

Guidance documents are available on the Staff Secure Area of the School website for any help with email account access. **Staff should ensure emails are not sent outside of office hours.**

Standard Email Signature

The email signature below represents the expected standard format to be used for emails sent by all staff across the Trust, adapted as required. Each school may use its own logo.

	Name Role
	The Diamond Learning Partnership Trust
	<i>Email: xxx@diamondlearningtrust.com</i>
	<i>Office: Andrew Road, Eynesbury, St Neots, Cambridgeshire PE19 2QE</i>
	<i>Mobile: xxxxx Direct: xxxxx</i>
	www.diamondlearningtrust.com

IMPORTANT NOTICE: The contents of this email and any attachments are confidential and may also be privileged. If you are not the intended recipient, please notify the sender immediately and do not disclose the contents to any other person, use it for any purpose, or store or copy the information in any medium. Thank you.

Staff Secure Area - School Website

Any DLPT communication will be filtered via the Heads of Schools and line managers. Staff also have access to the Staff Secure Area via your school website

All staff have their own username and password to access the Staff Secure Area on your School website. You will be sent an email notification to your school email address with your username and a request to set a new password. All staff are required to set this up. Staff are responsible for ensuring that they keep themselves up to date with relevant School and Trust information and should check the Staff Secure Area frequently. Staff should also ensure that they continue to check staff noticeboards and their work email address.

Current School and staff policies are available on your school website as well as [Trust Policies - The Diamond Learning Trust](#).

Please speak to the School Office or HR if you require more information regarding your school email address or the Staff Secure Area.





STAFF ABSENCE AND RECORDING PROCEDURES

Staff must personally inform the Headteacher or another Senior Manager of any absence due to illness or planned leave. **Notifications via voicemail, text message, email, or through colleagues do not meet the Trust's requirements and may result in the absence being deemed unauthorised, with potential loss of salary, Occupational Sick Pay (OSP), or Statutory Sick Pay (SSP).**

Staff are expected to give as much notice as possible for planned absences—at least two weeks where feasible. Planned absences include:

- Medical appointments that cannot be scheduled outside school hours.
- Courses or professional development.
- Meetings at other schools.
- Other special leave requests.

All planned absences must be submitted via the Edupay calendar. The Headteacher will review each request, considering the nature of the absence, operational needs, impact on other staff, and overall reasonableness. Staff must ensure their request is authorised before taking time off, as not all requests will be approved.

Absence is recorded electronically on Edupay, and all data is treated as confidential. The school monitors absence as part of the Trust's Absence Management Framework, and this information may be referenced in staff attendance records and future employment references.

Staff may be invited to a Return to Work interview with their Line Manager following any period of absence—this is standard practice. If absence reaches trigger points (agreed thresholds), a meeting with the Line Manager and/or HR may be arranged to discuss support and next steps.

As part of our commitment to staff welfare, home visits may be offered to staff who are absent from work. While we cannot offer this to all staff, anyone needing assistance is welcome to request a visit.

For full details, please refer to the following policies, found here [Trust Policies - The Diamond Learning Trust](#):

- DLPT Managing Sickness Absence Policy
- DLPT Sickness Absence and Sick Pay Policy
- DLPT Discretionary Leave of Absence Policy

These are available on the school's website or via the Trust Policies section on The Diamond Learning Partnership Trust site.

APPOINTMENTS

Routine medical appointments should not normally be made during school hours unless there is an emergency. You must add a leave of absence entry, via the calendar, on Edupay for all appointments and a copy of the appointment card needs to be submitted with your application to the Headteacher.

ABSENCE THROUGH ILL HEALTH

Staff must contact the headteacher in the first instance.





Voicemails, emails, texts and messages left with colleagues or with the school switchboard will not be deemed as satisfactory notification.

ABSENCE FOR OTHER REASONS

The Headteacher or Senior Manager responsible for absence can authorise other absences as paid or unpaid depending on the type of absence.

Such cases might include:

- personal/family reasons.
- compassionate leave.
- attending a wedding of a member of immediate family.
- attendance at a religious ceremony.
- graduation.

It is essential that staff give us as much notice as possible (recommend two weeks' notice) and try to avoid absence wherever it is not a danger to health.

Please note that holiday requests **are not permitted at any time during term time or on teacher training days by staff working term time only**. You are deemed to take your annual leave during the school closure periods.

NOTIFYING ABSENCE ON THE DAY DUE TO ILL HEALTH

Teaching and Support Staff

Teaching staff and support staff are reminded of the following procedure, should ill health prevent attendance at school:

1. Phone the Headteacher by 7am. Staff should phone in person, unless you have been hospitalised or there is an emergency. Staff must contact the Headteacher in the first instance. Voicemails, emails, texts and messages left with colleagues or with the school switchboard will not be deemed as satisfactory notification.
2. You must phone the school by 3.30pm on the day you have been away to confirm arrangements for the next day.
3. On return from a period of sickness absence of less than 7 days, employees are required to complete a sickness Self-Certification Form and submit this to the Headteacher or your Line Manager.
4. Once absence extends to more than seven calendar days, a 'Statement of Fitness for Work' (formerly referred to as a 'Sick Note') from your GP is required.

During period of long-term sickness, Headteachers should keep in contact with absent staff, to keep them updated on school news, and generally check on the wellbeing and recovery of the absent staff member. The period of contact can be agreed but monthly would be a good level of regularity.

Central Team

- Central team employees should call their line manager in the first instance.
- On return from a period of sickness absence of less than 7 days, employees are required to complete a sickness Self-Certification Form and submit this your Line Manager.
- Once absence extends to more than seven calendar days, a 'Statement of Fitness for Work' (formerly referred to as a 'Sick Note') from your GP is required.





Catering Team

- Catering Assistant's should contact the Catering Manager, and Catering Managers' Chefs etc should contact the Trust Catering Manager. A call should be made by 7am on the first day of absence,
- On return from a period of sickness absence of less than 7 days, employees are required to complete a sickness Self-Certification Form and submit this to your Line Manager.
- Once absence extends to more than seven calendar days, a 'Statement of Fitness for Work' (formerly referred to as a 'Sick Note') from your GP is required.





TERM DATES

TERM DATES 2025-2026

Autumn Term 2025

Monday 1st September
Tuesday 2nd September
Wednesday 3rd September
Monday 27th October– Friday 31st October
Monday 3rd November
Tuesday 4th November
Friday 19th December
Monday 22nd December–Friday 2nd January

Training Day

Training Day

Autumn Term starts

October Half Term

Training Day

Autumn Term continues

Term ends

Christmas Holidays

Spring Term 2026

Monday 5th January
Monday 16th February – Friday 20th February
Monday 23rd February
Friday 27th March
Monday 30th March – Friday 10th April

Spring Term starts

February Half Term

Spring Term continues

Term ends

Easter Holidays

Summer Term 2026

Monday 13th April
Tuesday 14th April
Monday 4th May
Monday 25th May – Friday 29th May
Monday 1st June
Friday 17th July
Monday 20th July
Tuesday 21st July

Training Day

Summer Term starts

May Bank Holiday

May Half Term

Summer Term continues

Term Ends for pupils

Twilight Training Day

Summer Holidays start

TERM DATES 2026-2027





Autumn Term 2026

Tuesday 1st September
Wednesday 2nd September
Thursday 3rd September
Monday 26th October - Friday 30th October
Monday 2nd November
Friday 18th December
Monday 21st December - Friday 1st January

School Training Day

Trust Training Day

Autumn Term starts

October Half Term

Autumn Term continues

Term ends

Christmas Holidays

Spring Term 2027

Monday 4th January
Tuesday 5th January
Monday 15th February – Friday 19th February
Monday 22nd February
Thursday 25th March
Friday 26th March – Friday 9th April

School Training Day

Spring Term starts

February Half Term

Spring Term continues

Term ends

Easter Holidays

Summer Term 2027

Monday 12th April
Tuesday 13th April
Monday 3rd May
Monday 31st May – Friday 4th June
Monday 7th June
Tuesday 8th June
Wednesday 21st July

Trust Training Day

Summer Term starts

May Bank Holiday

May Half Term

School Training Day

Summer Term continues

Term ends





ASSESSMENT WEEKS

Academic Year 2025/2026

Autumn 2025

KJAR GCSE report to JL/TB:	Wednesday 3 rd September 2025
Standards meeting:	Tuesday 30 th September 2025
Assessment week:	Monday 17 th November 2025
Marking/Analysis week:	Monday 24 th November 2025
Documents to JL/TB:	Monday 1 st December 2025
School Progress meeting:(all schools inc KJAR KS2)	9 th ,10 th ,11 th December 2025
KJAR KS3/4 school Progress meeting:	Tuesday 16 th December 2025
Standards meeting:	Monday 12 th January 2026

Spring 2026

Assessment week:	Monday 9 th March 2026
Marking/Analysis week:	Monday 16 th March 2026
Documents to JL/TB:	Monday 23 rd March 2026
School Progress meetings: (all schools inc KJAR KS2)	24 th , 25 th ,26 th March 2026
KJAR KS3/4 School Progress meeting:	Wednesday 15 th April 2026
Standards meeting:	Monday 23 rd March 2026

Summer 2026

Assessment week:	Monday 22 nd June 2026
Marking/Analysis week:	Monday 29 th June 2026
Documents to JL/TB:	Monday 6 th July 2026
School Progress meetings: (all schools inc KJAR KS2)	7 th , 8 th , 9 th July 2026
KJAR KS3/4School Progress meeting:	Wednesday 23 rd September 2026
Standards Meeting (included in Board meet)	Monday 13 th July 2026





Flu Vaccinations 2025/26

The Trust will continue to keep you all as healthy as possible, and will be offering flu vaccinations again this year. These are the dates you need to know.

22nd September - Roman Way 10am, then King James

23rd September - The Round House from 9am, then Wintringham, Winhills, and Middlefield,

29th September – Kimbolton from 9am, then Great Staughton, and Braybrook

30th September – Glebelands from 9am, then Burrowmoor, Thomas Eaton, Gorefield, Leverington, and Murrow.

Head Teacher Meetings 2025/26

Tuesday 23rd September 2025 – 1pm-3pm	Winhills
Friday 14th November 2025 – ALL DAY	Winhills
Tuesday 20th January 2026 – 1pm-3pm	KJAR
Friday 20th March 2026 – ALL DAY	Winhills
Tuesday 12th May 2026 – 1pm-3pm	Burrowmoor
JUNE/JULY – Conference -	TBC





APPENDIX 1: INDIVIDUAL SCHOOL ORGANISATION AND ROUTINES

BRAYBROOK PRIMARY ACADEMY:

Key Times

Class Names:

Foundation: Jade
Year 1: Onyx
Year 2: Sapphire
Year 3: Ruby
Year 4: Opal
Year 5: Amber
Year 6: Emerald

At 8.30am Reception to Year 6 class doors to be open. The teacher should welcome the children in whilst the children come in to do a morning task while they are registered. If a parent needs more than a brief chat in the morning, a after school should be arranged.

- Break time is 15 minutes:
- Lunchtime: EYFS 11:45-12:45; Year 1-6 12:15-1:05
Teachers must collect their classes from the playground at 1pm, ready to be in class for 1:05pm
- All KS1 teachers have a 45 minute break at lunchtime.
- School finishes for all year groups at 3.15pm and the children should be sent out promptly.

Assemblies

Assemblies are a core part of the school's life.

Assembly Rota (times will vary from one school to another)

Monday:	Whole School themed
Tuesday:	Specific themed assembly
Wednesday:	Class assembly
Thursday:	Class assembly
Friday:	Celebration Assembly (Head of School)

Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.





Routines

Every Day

On a Monday there is a meeting for all teachers to discuss the coming week, and this takes place in the staff room.

4. Check the diary displayed on the white board in the staffroom as a guide to what's happening in school that day and any changes of routine.
5. Personal possessions and valuables should always be kept in a secure place.
6. Return any shared keys you have borrowed.
7. All children in KS2 must have their shirts tucked in except at play time and lunchtime. Foundation Stage and KS1 children must have shirts tucked in for assemblies and any formal teaching sessions.
8. Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
9. Manners to be used at all times, including saying 'please' and 'thank you', and holding doors open for adults. If staff see a child not showing manners to other children or an adult, they must intervene.
10. In the winter, children must have coats and hats, and in the summer, sun hats must be worn.

Morning

Remember to be in the classroom at 8.30am to welcome your children or collect from the playground at the end of the morning play. The playground gates are locked at 8.50am by SLT. Complete your attendance register and Dinner Register and send to the office no later than 9.00am. The fire register must also be completed.

Afternoons

- 1) Complete the register within ten minutes of lunchtime being finished. The fire register must also be completed.
- 2) At home time, please make sure that:
 - Reception and Key Stage 1 children can only be collected by an adult to whom the parents have delegated responsibility.
 - Reception and Key Stage 1 teachers must ensure that all their children have been collected by a named adult, before leaving the playground. If they are not collected by 3.30pm, please take the children to your Phase Leader. If there is a supply teacher with the class, the TA must stay with the supply teacher until all children are safely collected. The Phase Leader must inform the school office so that the parents can be contacted.
 - KS2 – Children in years 5-6 can walk home on a regular basis only if we have had written permission from their parents. Parents may give verbal permission for a one-off event. This does not apply to Foundation Stage or KS1 who must be picked up by a named adult.
 - Children should not be collected by anyone under the age of 16.





Key Dates

September 29th: Flu vaccinations
Friday 3rd October: Bikeability Y6
Friday 24th October: Passport to the world day
Tuesday 4th November: LGB
Wednesday 5th November: Parents evening
Tuesday 11th November: Parents evening
Monday 17th: Assessment week
24th: Marking and analysis week
Friday 28th: Decorate the school
Monday 1st December: Lights switch on
Wednesday 17th: Rocksteady concert (pm)
Friday 19th: Reward day

Spring:

Monday 19th Jan: LGB
Tuesday 10th and Thursday 12th Feb: Parents evenings
Monday 9th March: Assessment week
Monday 16th March: Marking and analysis
Weds 25th: Rocksteady concert
Friday 27th March: Reward day

Summer:

11-14th May SATS KS2
22nd June assessment week
29th June Marking and analysis week
Weds 1st July - APDR review evening
Weds 8th July: Rocksteady concert
Tuesday 14th Reward Day for Y6
Weds 15-17th July Y6 residential
Friday 17th Reward Day





BURROWMOOR PRIMARY ACADEMY:

Key Times

At 8.30am Reception to Year 6 class doors to be open. The teacher should welcome the children in whilst the children come in to do a morning task while they are registered. If a parent needs more than a brief chat in the morning, a after school should be arranged.

- Break time is 15 minutes:
- Lunchtime: Reception go at 11.50am until 12.40pm; Rest of school go at 12.15pm until 1.05pm
- All KS1 teachers have a 45 minute break at lunchtime.
- School finishes for all year groups at 3.15pm and the children should be sent out promptly.

Assemblies

Assemblies are a core part of the school's life.

The layout will be something like this, but please see your own school's rota for specific information on page 51.

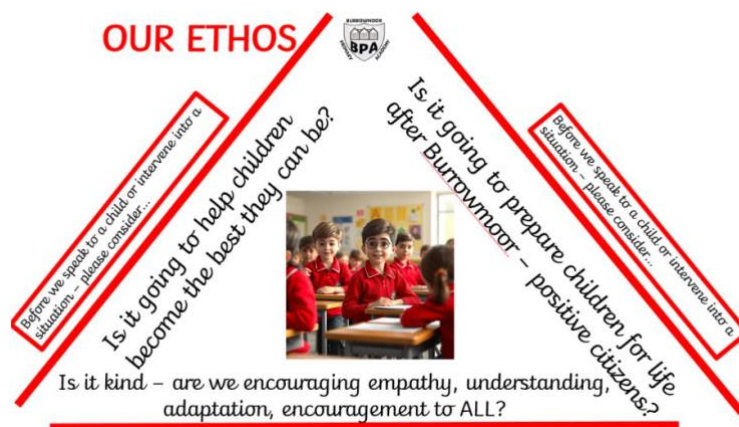
Assembly Rota (times will vary from one school to another)

Monday:	Whole School themed
Tuesday:	Specific themed assembly
Wednesday:	Class assembly
Thursday:	Class assembly
Friday:	Celebration Assembly (Head of School)

Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.

Simple rules - Be ready, Be Safe, Be RESPECTFUL

Ensure that your behaviour shows respect for yourself, your school, your friends and that you ensure you behave in a way that shows this.



Routines





Every Day

On a Monday there is a meeting for all teachers to discuss the coming week, and this takes place in the staff room.

- Check the diary displayed on the white board in the staffroom as a guide to what's happening in school that day and any changes of routine.
- Personal possessions and valuables should always be kept in a secure place.
- Return any shared keys you have borrowed.
- All children in KS2 must have their shirts tucked in except at play time and lunchtime. Foundation Stage and KS1 children must have shirts tucked in for assemblies and any formal teaching sessions.
- Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
- Manners to be used at all times, including saying 'please' and 'thank you', and holding doors open for adults. If staff see a child not showing manners to other children or an adult, they must intervene.
- In the winter, children must have coats and hats, and in the summer, sun hats must be worn.

Morning

Remember to be in the classroom at 8.30am to welcome your children or collect from the playground at the end of the morning play. The playground gates are locked at 8.50am by SLT. Complete your attendance register and Dinner Register and send to the office no later than 9.00am. The fire register must also be completed.

Afternoons

- 3) Complete the register within ten minutes of lunchtime being finished. The fire register must also be completed.
- 4) Whole Class reader 1pm to 1.10pm
- 5) At home time, please make sure that:
 - Reception and Key Stage 1 children can only be collected by an adult to whom the parents have delegated responsibility.
 - Reception and Key Stage 1 teachers must ensure that all their children have been collected by a named adult, before leaving the playground. If they are not collected by 3.30pm, please take the children to your Phase Leader. If there is a supply teacher with the class, the TA must stay with the supply teacher until all children are safely collected. The Phase Leader must inform the school office so that the parents can be contacted.
 - KS2 – Children in years 5-6 can walk home on a regular basis only if we have had written permission from their parents. Parents may give verbal permission for a one-off event. This does not apply to Foundation Stage or KS1 who must be picked up by a named adult.
 - Children should not be collected by anyone under the age of 16.





GLEBELANDS PRIMARY ACADEMY

Key times

At 8.35am the gates will open. Senior staff will be on duty at the front of the school. The children should be asked to do some quiet reading, phonics, spelling, next steps handwriting, etc. during registration so that no time is wasted. This could also be used for quick interventions.

- All doors to be unlocked to admit children at 8.45am.
- At 8.50am, all children to be ready to begin registration which must be completed by 9am. The morning fire list must be posted near to the emergency exit.
- Break time is 15 minutes at 10.15am. EYFS rolling break; KS1 10.30am; LKS2 10.30am; UKS2 10.15am;
- Lunchtime is an hour long – EYFS and KS1 12pm to 1pm and KS2 12.30pm – 1.30pm.
- Afternoon registration and fire list must be completed within 5 minutes of the end of lunchtime.
- School ends at 3.20pm.

Assemblies

Assemblies are a core part of the school's life and are a legal requirement. They are planned carefully. The RE subject leader is responsible for the assembly themes. All assemblies follow the theme with the exception of the Celebration assembly.





Routines

Every Day

On a Monday there is a meeting for all teachers to discuss the coming week, and this takes place in the staff room.

- Check the diary displayed on the white board in the staffroom as a guide to what's happening in school that day and any changes of routine.
- Personal possessions and valuables should always be kept in a secure place.
- Return any shared keys you have borrowed.
- Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
- Manners to be used at all times, including saying 'please' and 'thank you', and holding doors open for adults. If staff see a child not showing manners to other children or an adult, they must intervene.
- In the winter, children must have coats and hats, and in the summer, sun hats must be worn.

Morning

- Remember to be in the classroom at 8.30am to welcome your children.
- Complete your attendance register and Dinner Register and send to the office no later than 9.00am. The fire register must also be completed.
- Send all money in labelled envelopes to the office – you should say to parents/carers that you are not meant to collect money unless it is in an envelope.
- If you want a school dinner, see a member of the admin team by 8.40pm. Staff are encouraged to eat school dinners.
- Morning playtimes are supervised by Teachers or Teaching Assistants according to a rota. A small selection of games should be out for the children to play with. No football unless the field is suitable.

Afternoons

- a. Complete the register within ten minutes of lunchtime being finished. The fire register must also be completed.
- b. Home time is at 3.20pm. Children should be collected by an authorised adult. If children in year 4, 5 and 6 are to walk home alone, they must have written permission from their parent/carer.





Updated Key Dates:

Monday 1st and Tuesday 2nd September
Wednesday 3rd September
Wednesday 3rd and Thursday 4th September
Friday 5th September
Monday 8th and Tuesday 9th September
Thursday 25th September
Tuesday 21st and Thursday 23rd October
Friday 24th October
Monday 27th – Friday 31st October
Monday 3rd November
Tuesday 4th November
Tuesday 2nd and Wednesday 3rd December
Tuesday 9th and Thursday 11th December
Thursday 11th December
Wednesday 17th December
Friday 19th December
Friday 19th December
Friday 19th December
Monday 22nd December - Friday 2nd January

Spring Term 2026

Monday 5th January
Wednesday 14th – Friday 16th January
Tuesday 10th + Thursday 12th February
Friday 13th February
Monday 16th February – Friday 20th February
Monday 23rd February
Wednesday 18th March
Tuesday 24th and Thursday 26th March
Friday 27th March
Friday 27th March
Friday 27th March
Monday 30th March – Monday 10th April

Summer Term 2026

Monday 13th April
Tuesday 14th April
Wednesday 30th April
Monday 4th May
Monday 11th – Thursday 14th May
Friday 22nd May
Monday 25th May – Friday 29th May
Monday 1st June
Monday 1st June – Friday 12th June
Monday 8th June
Friday 26th June
Tuesday 7th July and Thursday 9th July
Wednesday 15th July
Friday 17th July
Friday 17th July
Monday 20th July

Training Day

Autumn term starts
EYFS in for half days
All EYFS in morning
EYFS in morning + lunch
Individual school photos
Parents Evening (online)
Half-termly reports sent home

October Half Term

Training day

Autumn Term continues
EYFS Christmas
Year 1 and 2 Christmas
Christmas Jumper Day
Christmas Dinner
Half-termly reports sent home
Celebration Day
Term Ends

Christmas Holidays

Spring Term Starts
Y4 Burwell House
Parents Evening
Half-termly reports sent home

February Half Term

Spring Term continues
VIAM
Year 3/4 performance
Half-termly reports sent home
Celebration Day
Term Ends

Easter holidays

Training Day

Summer Term Starts
PDM

May Day

KS2 SATs
Half-termly reports sent out

May Half Term

Summer Term continues
Y4 MTC
Phonics Screening Check
Country Dancing
Year 5/6 Performance
End of Term reports to be sent
Celebration Day
Term Ends
Training Day





GOREFIELD PRIMARY ACADEMY

Key Dates 2025

24th September - Reading cafe for parents
14th October - open afternoon for prospective new parents
21st and 22nd October - Parent consultations
4th December - Staff wellbeing - wreathmaking session
12th December - pm - dress rehearsal for R/KS1 Nativity
15th December - Whole school trip to pantomime
18th December - am and pm performances R/KS1 Nativity
17th December - Christmas dinner and jumper day; 2:30pm Make and Take for parents

Key Times

At 8.40am all other children enter the academy through the main gate. No parents will come onto site; children will walk onto the site on their own. The teacher should be in the classroom and the children should be asked to do some quiet reading, phonics, spelling etc.

- Morning session is 8.45am to 12.15pm
- Break time is 15 minutes
- Lunch is 12.15pm to 1.00pm
- Afternoon session is 1.00pm to 3.15pm
- Reception to Year 6 school ends at 3.15pm and the children should be sent out promptly.

Parents will collect their children from within the school premises at the designated area near to the classrooms. Parents must inform the office if their children are being collected by another adult.

Assemblies

All pupils take part in an act of collective worship which may be led by a member of staff, children or a visiting speaker.

Assemblies are a core part of the school's life and take place in the afternoon. They are carefully planned and include a singing assembly. The Headteacher is responsible for the assembly rota.

Teachers are to stay in assemblies unless directed not to by the Headteacher.

GREAT STAUGHTON PRIMARY ACADEMY

Key times





At 8.30am Reception to Year 6 class doors to be open. The teacher should be in the classroom, and the children should be asked to do some quiet reading, phonics, spelling, next steps or Accelerated Reading etc. Members of the SLT will be on the gate.

- Registration is at 8.45am
- Break time is 15 minutes at 10.15am
- Lunchtime is between 12pm and 1pm.
- All KS1 teachers have a 45 minute break at lunchtime.
- Reception to year 6 school ends at 3.15pm and the children should be sent out promptly.

Assemblies

Assemblies are a core part of the school's life.

Monday:	2.50pm Whole school assembly
Tuesday:	Class assembly
Wednesday:	Vicar's assembly
Thursday:	9am Celebration assembly
Friday:	Singing assembly

Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.

Routines

Every Day

On a Monday there is a meeting for all teachers to discuss the coming week, and this takes place in the staff room.

- Check the diary displayed on the white board in the staffroom as a guide to what's happening in school that day and any changes of routine.
- Personal possessions and valuables should always be kept in a secure place.
- Return any shared keys you have borrowed.
- Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
- Manners to be used at all times, including saying 'please' and 'thank you', and holding doors open for adults. If staff see a child not showing manners to other children or an adult, they must intervene.
- In the winter, children must have coats and hats, and in the summer, sun hats must be worn.

Morning

- Remember to be in the classroom at 8.30am to welcome your children.
- Complete your attendance register and Dinner Register and send to the office no later than 9.00am. The fire register must also be completed.
- Send all money in labelled envelopes to the office – you should say to parents/carers that you are not meant to collect money unless it is in an envelope.
- If you want a school dinner, see a member of the admin team by 8.40pm. Staff are encouraged to eat school dinners.





- Morning playtimes are supervised by Teachers or Teaching Assistants according to a rota. A small selection of games should be out for the children to play with. No football unless the field is suitable.

Afternoons

- c. Complete the register within ten minutes of lunchtime being finished. The fire register must also be completed.
- d. At home time, please make sure that:
 - Reception and Key Stage 1 children can only be collected by an adult to whom the parents have delegated responsibility.
 - Reception and Key Stage 1 teachers must ensure that all their children have been collected by a named adult, before leaving the playground. If they are not collected by 3.30pm, please take the children to your Phase Leader. If there is a supply teacher with the class, the TA must stay with the supply teacher until all children are safely collected. The Phase Leader must inform the school office so that the parents can be contacted.
 - KS2 – Children in years 5-6 can walk home on a regular basis only if we have had written permission from their parents. Parents may give verbal permission for a one-off event. This does not apply to Foundation Stage or KS1 who must be picked up by a named adult.
 - Children should not be collected by anyone under the age of 16.

There will be no Phase Meetings.





KIMBOLTON PRIMARY ACADEMY

No routine information provided.

School Diary Dates 2025 – 2026

Autumn Term

Monday 1 st September	School Training Day
Tuesday 2 nd September	Trust Training Day
Wednesday 3 rd September	Term starts
	Individual Photos
Wednesday 24 th – Friday 26 th September	Yr 4 residential to GWC
Tuesday 11 th November	Staff Flu Vaccinations
Friday 14 th November	Prospective Reception Parents tour
Monday 27 th – Friday 31 st October	Half Term
Tuesday 21 st October	Parents Evening 3.30pm to 7pm
Wednesday 22 nd October	Parents Evening 3.30pm to 6pm
Tuesday 4 th November	Training Day
?	Assessment Week
Fri 28 th November	Decorate the school for Christmas
Monday 1 st December	Christmas lights Assembly
Tuesday 2 nd December	FS & KS1 Performance 2pm
Wednesday 3 rd December	FS & KS1 Performance 2pm
Friday 19 th December	Reward Day and End of Term

Spring Term 2025

Monday 5 th January	Term starts
Friday 23 rd January	Class photos
Tuesday 10 th February	Parents Evening 3.30pm to 6pm
Wednesday 11 th February	Parents Evening 3.30pm to 7pm
Monday 16 th – Friday 20 th February	Half Term
?	Assessment Week
Monday 9 th – Friday 13 th March	British Science Week
Friday 27 th March	Reward Day and End of Term

Summer Term 2025

Monday 13 th April	Training Day
Tuesday 14 th April	Term Starts
Monday 5 th May	May Day
Monday 11 th – Thursday 14 th May	SATS Week
Monday 25 th May – Friday 29 th May	Half Term
Monday 1 st June	Training Day
Week beginning Monday 1 st June	Yr4 Times Tables Check starts
Week beginning Monday 8 th June	Year 1 Phonics Screening Tests
Assessment Week	
Tuesday 30 th June	KS2 Performance 2pm
Wednesday 1 st July	KS2 Performance 6pm
Friday 10 th July	Sports Day
	Year 6 to Hilltop
Fri 17 th July	Reward Day and End of Term





KING JAMES ACADEMY ROYSTON : SCHOOL ORGANISATION AND ROUTINES

Key times:

The school day begins at 8.35am and finishes at 3.05pm.

Assemblies:

Assemblies will take place each week. (Primary x daily, Secondary x 1) They are a core part of the school's life and are planned carefully. Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.

Routines:

On a Monday and Wednesday there is a Senior Site AM briefing, on a Tuesday Phase/Year teams have a 10-minute briefing in the Phase/Year Leader's classroom. On Thursdays Curriculum/Phase briefings are led by Head of Department and Phase Leads.

Every Day:

1. Check the diary displayed on the online Dashboard for a guide to what's happening in school that day and any changes of routine. Update your class accordingly.
2. Personal possessions and valuables should always be kept in a secure place.
3. Meet and greet all students at the start of each session.
4. All children are expected to be in the correct uniform. Earrings/ jewellery should be placed in a named envelope and handed to reception (primary), student services (secondary)
5. Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
6. Manners to be used at all times, 'please', 'thank you', holding doors open for adults. If staff see a child not showing manners to other children or an adult, they should model what they expect to see.
7. In the winter, children should have coats and hats, and, in the summer, sun hats may be worn.

Morning

1. Remember to be in the classroom at 8.35am. KS2 staff collect children at the end of breaks. Duty staff will be out on the gates to welcome children into school from 8.25am. External playground gates are locked at 8.35am by the Site Team.
2. Complete your Attendance Register and Dinner Register (KS2) and send to the office no later than 9.00am. (8:45am Secondary)
3. Ensure all absence notes/letters/mobile phones (KS2) are in your class register box and are sent to the office.
4. Morning break times are supervised through the Duty rota. All staff do 2 or 3 duties per week as part of Directed Time.

Registers:

Registers are to be taken using the Arbor system for all lessons.

Afternoon

1. Complete the register at the start of the session.
2. Students are not to be dismissed until the bell at the end of the day. SLT, Duty staff will supervise departure from school.

Key Stage 2:

Those students still on site by 3.30pm who are not attending a club should be taken to a member of SLT who informs the school office so parents can be contacted.





STAFF MEETINGS

Trust Teacher Meetings (PDMs) will be held monthly on Wednesdays. Dates are in the diary. Much of the content of staff meetings is determined by the School Improvement Plan and is Phase/Key Stage specific and timings are often quite tight. We aim for meetings to be 1 hour in duration. If you are late, the meeting will run late and other staff will be inconvenienced by your lateness.

Business Meetings

These meetings are held as needed. They are for all teaching staff and last no longer than 10 minutes. They are called to deal with unplanned/important situations that cannot be dealt with in the normal framework. All teaching staff are expected to attend. The leadership teams will try to keep such meetings to a minimum, through communications on the staff room whiteboard and other staff notice areas.

Phase/Department/Year Meetings

These are held weekly and for all teaching staff in the phases/department. These are directly related to Phase/Department development plans.

After School Clubs

Staff are encouraged to run an after school or lunchtime activity.

The extracurricular timetable is shared at the start of each term and should be displayed in every classroom.

Out of hours school events

As part of Directed Time staff are required to attend 2 of the school's out of hours events. These can include but are not limited to school shows, discos, Christmas concerts, Prom etc.

Date	Parental Evenings	Time	Hours
Thursday 25 September	➤ Open evening ➤ School closed 1.30pm – students sent home ➤ Department preparation 1.30-3.30pm ➤ Attending: All FT & PT teachers working that day / identified support staff	5.00 - 8.00 pm	➤ No trapped time ➤ 3 hours
Wednesday 1 October	➤ Welcome to Y7 evening ➤ Identified staff only directed: Y7 form tutors / HoY 7 & SLT ➤ Do not need to attend Wednesday after school meeting	6 pm - 8 pm	➤ No trapped time ➤ 2 hours
Thursday 2 October	➤ Welcome to Year 11 Evening ➤ Identified staff only directed: Year 11 form Tutors & Head of Year & SLT ➤ Do not need to attend Wednesday meeting	6-8pm	➤ No trapped time ➤ 2 hours
Thursday 9 October	➤ Welcome to Y10 evening ➤ Identified staff only directed: Y10 form tutors / HoY10 ➤ Do not need to attend Monday after school meeting	6-8pm	➤ No trapped time ➤ 2 hours
Thursday 27 November	➤ Welcome to Y8 Aspirations evening ➤ Identified staff only directed: Y8 form tutors / HoY 8 & SLT ➤ Do not need to attend Wednesday after school meeting	5.30- 7.30pm	➤ No trapped time ➤ 2 hours
Thursday 16 October	➤ Y11 Exam Preparation Evening ➤ Identified staff as directed	6-8pm	➤ No trapped time ➤ 2 hours





The Diamond Learning Partnership Trust: Staff Planner and Guide

	➤ Assoc Assistant Heads of Core & SLT		
Thursday 18 December	➤ Christmas concert ➤ Nominated school event to attend using directed time	7-9pm	➤ No trapped time ➤ 2 hours
DATE TBC	➤ Presentation evening Y11 ➤ Identified staff directed: Y11 form tutors / pastoral team ➤ Nominated school event to attend using directed time	7-9pm	➤ No trapped time ➤ 2 hours
Wednesday 10 December	➤ Year 9 Parents' Evening ➤ Face to Face ➤ Y9 pathways evening ➤ Identified staff directed: Y9 pastoral team / Heads of Dept & identified colleagues	3.30 - 7.00pm	➤ 25 mins trapped time ➤ 3 hours 30 minutes
Wednesday 18 March	➤ Y8 Parents' Evening ➤ Face to face	3.30- 7.00pm	➤ 25 mins trapped time ➤ 3 hours 30 minutes
Wednesday 14 January	➤ Y11 Parents' Evening ➤ Face to face	3.30- 7.00pm	➤ 25 mins trapped time ➤ 3 hours 30 minutes
Wednesday 22 April	➤ Y7 Parents' Evening ➤ Face to face	3.30- 7.00pm	➤ 25 mins trapped time ➤ 3 hours 30 minutes
Wednesday 13 May	➤ Y10 Parents' Evening ➤ Face to face	3.30- 7.00pm	➤ 25 mins trapped time ➤ 3 hours 30 minutes
Thursday 26 March	➤ Easter concert ➤ Nominated school event to attend using directed time	7-9pm	➤ No trapped time ➤ 2 hours
Thursday 2- Saturday 4 July	➤ Hunt by Studio - Performing Arts ➤ Nominated school event to attend using directed time	7-9pm	➤ No trapped time ➤ 2 hours
DATE TBC	➤ Art exhibition ➤ Nominated school event to attend using directed time	6-8pm	➤ No trapped time ➤ 2 hours
Wednesday 8 July TBC	➤ Y7 transition evening ➤ Identified staff directed: Y7 form tutors / HoY7 / Head of KS3	6-8pm	➤ No trapped time ➤ 2 hours
			Trapped time ➤ 2 hours 30 After school event directed time ➤ 40 hours 1 nominated school event ➤ 2 hours
KS2 Parents Evening: Monday 13 October Wednesday 15 October			



LEVERINGTON PRIMARY ACADEMY

Key Times

The school gates are opened at 8.45am by the Headteacher and children enter the classroom immediately. Gates are closed at 8.55am. The teacher should be in the classroom, and the children are provided with 'Early Bird' activities focussing on maths, grammar and punctuation that children can complete before registration at 9.00am. It is essential that children arrive promptly at 8.45am to complete these activities.

- Morning session is 9.00am to 12.00pm (EYFS and KS1) and 12.15pm (KS2).
- Morning break – KS1 at 10.30am; KS2 at 11.00am.
- Lunchtime - 12.00pm to 1.15pm for KS1 and 12.15pm to 1.15pm for KS2.
- Assemblies – Monday: 9am – 9.15am; Tuesday to Friday: 10.30am - 10.45am.
- Afternoon session - 1.15pm to 3.25pm
- School day ends at 3.25pm and the children should be collected promptly at this time unless attending an after-school club.

Assemblies

All pupils take part in an assembly which may be led by a member of staff, the local Reverend or a visiting speaker.

Assemblies are a core part of the school's life and take place in the afternoon. They are carefully planned and include a singing assembly, a weekly achievement assembly and a focus on British Values and our school values.

Teachers are to stay in assemblies unless directed not to by the Headteacher.

ROUTINES

Daily

1. Check the diary displayed on the staffroom whiteboard for any changes of routine or key events happening in school each day.
2. Personal possessions and valuables are to be kept in a secure place.
3. Return any shared keys you have borrowed.
4. Mobile phones should not be on or used during lesson times.
5. Staff should ensure that everyone treats each other with respect. We believe that we treat everyone as we wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
6. Manners are to be used at all times. "Please", "Thank you" and holding doors open for adults should be seen. If staff see a child not showing manners to other children or an adult, they must intervene.
7. In the winter, all children must have coats and hats to wear at playtimes and lunchtimes. In the summer, sun hats should be worn, and sunscreen and water bottles provided.

Morning

1. Remember to be in the classroom promptly at 8.45am with "Early Bird" activities prepared for the children to complete. Collect your class from the playground at the end of morning play.
2. Complete the attendance register on Arbor no later than 9.05am.



3. If you want a school dinner, inform the school office. Teachers can complete one dinner duty a week.

Key Dates

24th September - Reading cafe for parents

7th October - OPAL audit (launch)

14th October - Open evening for prospective new parents

16th October - open afternoon for prospective new parents

21st and 22nd October - Parent consultations

4th December - Staff wellbeing - wreathmaking session

9th December am - dress rehearsal R/KS1 Nativity; 11th December - am and pm R/KS1 Nativity performances

15th December - Whole school trip to pantomime

17th December - Christmas dinner and jumper day; 2:30pm Make and Take for parents





MIDDLEFIELD PRIMARY ACADEMY



Middlefield Primary Academy : A typical school day

Doors Open : 8.35am

Register: 8:50am

Break :10:20am - 10:35am - KS1 and Years 3&4
10:35am - 10:50 am - Years 5&6

Lunchtime: 12:00pm - 12.55pm EYFS
12:15pm - 1.10pm KS1
12.30pm- 1.15pm KS2

End of School Day: 3.10pm EYFS
3.15pm KS1&2

Assemblies: Monday, Wednesday, Thursday 2:55pm
Friday 8.55 am Celebration assembly (Parents Invited)

Early/ Home-time Readers
(Parents invited in to read with the children)

8.35 am-8.45am KS1 Wednesday, KS2 Thursday
2.55pm EYFS Thursday

Staff Meetings

Staff meetings will take place on a Thursday.





Middlefield key dates:

MPA	WPA
Mon 13 th Oct - Send Parents eve	Mon 13 th Oct - Send Parents eve
Tues 14 th Oct - LGB 5.30	
Mon 20 th Oct Parents eve late	Tues 21 st Oct - LGB 5.30 and Late parents evening
Wed 22 nd Oct parents evening	
Mon 15 th Dec - EYFS/KS1 nativity 10am & 2pm	Wed 22 nd Oct - parents evening
Wed 17 th Christmas Lunch	Tues 16 th Dec EYFS/KS1 Nativity 10am & 2pm
Thurs 22 nd Jan - Young Voices	Wed 17 th Christmas Lunch
Mon 26 th Jan LGB 5.30	Thurs 22 nd Jan - Young Voices
Thurs 5 th March world book day	Tues 3 rd Feb - LGB 5.30
Mon 9 th March SEND parents eve	Thurs 5 th March world book day
Wed 11 th March Y3 Class assembly	Mon 9 th March SEND parents eve

Tues 11 th March - Late parents evening	Thurs 12 th March - class assembly
Wed 12 th March -parents evening	Thursday 23 rd Apr - Y4 Class assembly
Wed 22 nd April -Class assembly Y4	Thurs 11 th Year 5 class assembly
Wed 29 th April - Fri Y4 Grafham trip	Wed 1 st June Sports day
Wed 10 th Y5 Class assembly	Wed 8 th July sports day if raining
Tues 30 th Jun - Sports day 1	Thursday 9 th July - Year 6 Leavers show (dress rehearsal with school am - performance 2pm)
Tuesday 7 th July - sports day if raining	
Thurs 10 th July - Year 6 Leavers show am dress rehearsal - 2pm parents	Mon 13 th July - Wed Y6 Hilltop
Mon 13 th July - Wed Y6 Hilltop	Fri 17 th July - garden party and celebration day Y6
Fri 17 th July - garden party and celebration day Y6	





MURROW PRIMARY ACADEMY

Key Times

Children can attend a free Wake up Club to arrive between 8.15am and 8.30am. At 8.40am all other children enter the academy through the main gate. No parents will come onto site; children will walk onto the site on their own. The teacher should be in the classroom but support staff will be there to greet the children at the gate, and the children should be asked to do some quiet reading, phonics, spelling etc.

- Morning session is 8.45am to 12.15pm
- Break time is 15 minutes
- Lunch is 12.15pm to 1.00pm
- Afternoon session is 1.00pm to 3.15pm
- Reception to Year 6 school ends at 3.15pm and the children should be sent out promptly.

Parents will collect their children from within the school premises at the designated area near to the classrooms. Parents must inform the office if their children are being collected by another adult.

Assemblies

All pupils take part in an act of collective worship which may be led by a member of staff, children or a visiting speaker.

Assemblies are a core part of the school's life and take place in the afternoon. They are carefully planned and include a singing assembly. The Headteacher is responsible for the assembly rota.

Teachers are to stay in assemblies unless directed not to by the Headteacher.

Key Dates

22nd September - Reading cafe for parents

8th October - open afternoon for prospective new parents

21st and 22nd October - Parent consultations

4th December - Staff wellbeing - wreathmaking session

15th December - Whole school trip to pantomime

17th December - Christmas dinner and jumper day; 2:30pm Make and Take for parents





ROMAN WAY PRIMARY ACADEMY

Key Times

Nursery

- Morning session runs 8.45am-11.45am.
- Lunch runs 11.45am-12.15pm.
- Afternoon session runs 12.15pm-3.15pm.

Reception, Key Stage 1 and Key Stage 2

- The school day runs 8.50am-3.20pm.
- Bell rung at 8.45am for children to enter classrooms for early morning work.
- Classroom doors will open at 8.45am. Children engage in early morning work focused on Maths, English and Handwriting.
- Gates open at 8.40am.
- A member of staff is out on the playground to take messages.
- Registration is at 8.50am.
- KS1 Morning Break – 10.00am-10.15am.
- KS2 Morning Break – 10.40am-10.55am.
- Lunch – 11.30am-1.00pm.
- KS1 Afternoon Break – 2.45pm-3.00pm.
- End of school – 3.20pm.

Assemblies

Monday, Wednesday and Friday – 1.05pm-1.20pm.

Routines

Every Day

The SLT meet on Thursday at 3.30pm in the Headteacher's office. The SLT will then advise all teachers in their phase of events/important information for the week.

1. Check the school calendar for a guide to what's happening in school that day and any change of routine.
2. Personal possessions, valuables and mobile phones should always be kept in a secure place.
3. Return any keys you have borrowed.
4. All children must have their shirts tucked in except at playtime and lunchtime.
5. Staff should ensure that everyone demonstrates the school's values 'ready', 'respectful' and 'safe' on site and off site.
6. Model and encourage prosocial behaviours from children at all times. If staff see a child not showing these values, they must intervene. Addressing behaviour is everyone's responsibility.
7. Staff must inform parents of inappropriate behaviours at the earliest opportunity. Staff must contact parents at the earliest opportunity when children regularly forget to bring required items for school readiness.





8. In the winter children must have coats and hats and, in the summer, sun hats must be worn. Every child should have a water bottle and book bag in school every day.

Morning

1. Teachers should be in the classroom by 8.45am and you should collect class from the playground at the end of morning play.
2. Complete your Attendance Register and Dinner Register no later than 9.05am.
3. Send any money (in named envelopes) and forms to the office in the class register wallet.
4. Staff should book their own school dinners at the school office.
5. Morning breaks for Teachers and Teaching Assistants will be when the children have their breaktime, except in EYFS.
6. Hot drinks should be consumed in lidded cups in all areas of the school except the staffroom and offices.

Afternoon

1. Complete the Attendance Register by 1.10pm.
2. Teachers must collect their classes from the playground 5 minutes before the end of lunchtime and morning playtime.
3. At home time:
 - Teachers must ensure that all their children have been collected by a named adult. If they are not collected by 3.25pm, please take the children to the school office. The class teacher or the administration team will try and contact the parents/carers. A teacher should stay with the children until they have been collected. Children should ONLY be sent home with their authorised adults. Contact the school office or SLT if unsure.
 - Should a child not be collected by 4.00pm and it has not been possible to contact the parent/carer, the 'Protocol for dealing with children not collected from school at the end of the school day/activity' should be implemented. Inform DSLs immediately.
 - Nursery, Reception and KS1 children should not be collected by anyone under the age of 16.

Staff Meetings

These are held on Wednesdays from 3.30pm-5.00pm. PDMs are held on selected Wednesdays at 4.00pm. Dates are in the diary. There will be additional staff meetings on PDM weeks, unless urgent.

Business Meetings

These meetings are held as needed. They are for all teaching staff and last no longer than 10 minutes. They are called to deal with unplanned/important situations that cannot be dealt with in the normal framework. All teaching staff are expected to attend. The leadership teams will try to keep such meetings to a minimum, through communications on the staffroom interactive whiteboard and other staff notice areas.

After School Clubs

All staff employed under STPAC are expected to take one after school club a week unless agreed with the Headteacher. You must ensure the school office has the name, year groups and dates you are able to do the club in the first week of September, last week of the Autumn Term and the





last week of the Spring Term. No clubs will take place in the first or last weeks of term. Other cancellations are at the Headteacher's discretion.

Homework

Weekly Maths and English homework are issued on a Friday and expected to be in on a Wednesday. Topic based home projects will be issued termly. Little Wandle reading books will be returned on Wednesdays and issued on Thursdays. The children will not have a homework book. Please see the table below which gives an overview of the homework which will be set:

Phase	Reading	Maths	Spelling	Other
Year 1 and 2 (KS1)	Reading 4 times per week or more.	Weekly online homework - set on maths.co.uk.	No weekly homework but please encourage your child to learn the spelling words from their learning pack.	Once per term: optional project linked to this term's learning.
Year 3 and 4 (KS2)	Reading 4 times per week or more.	Weekly online homework - set on maths.co.uk. 10 minutes on TTRockstars (online) 3 or more times per week to practise times tables.	Weekly spelling task set on Purple Mash. Children should also practise the common exception words which will be in the learning pack.	Once per term: Optional project linked to this term's learning.

BEHAVIOUR AND AWARDS

Class Dojo will be used by all staff to communicate positive messages and celebrations with parents. Whole school and class attendance is calculated at the end of the week and published on our website.

Strategies and Sanctions

We believe that all our children have a right to learn, and all our staff have a right to teach. Our behaviour policy (based on the Step On approach to positive behaviour) guides staff to create a calm, well organised, positive learning environment where staff hold high expectations and pupils have high aspirations. It echoes our core values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct, and dynamic interventions that support staff and learners.

Recognition for being 'Ready, Respectful and Safe'

The use of intrinsic rewards and praise in developing a positive mindset in the classroom is the key to developing positive relationships, including with those learners who are the hardest to reach.

Examples of praise include:

- Intrinsic reward
- Smiling.
- Thumbs up.





- Verbal praise.
- Send to Headteacher/senior staff member to praise.
- Send to other classes to share good behaviour/work.
- Tell parents.
- Send Class Dojo points in recognition of going above and beyond expectations and for displaying **Ready, Respectful, Safe** behaviours.

Managing Behaviour

Creating a purposeful, safe learning environment is always the primary aim. For the vast majority of learners, a gentle reminder or nudge in the right direction is all that is needed. Praise the behaviour you want to see. High quality behaviour for learning is underpinned by relationships, lesson planning and positive recognition. The code of conduct 'Ready, Respectful, Safe' must be displayed in each learning space and referred to in conversations around conduct.

Consistencies across the school:

1. Meet and greet at the door.
2. Model positive behaviours and build relationships.
3. Plan lessons that engage, challenge and meet the needs of all learners.
4. A mechanism for positive recognition is used in each classroom throughout the lesson.
5. Refer to 'Ready, Respectful, Safe' in all conversations about behaviour.
6. Be calm and give 'take up time' when going through the steps. Prevent before sanctions.
7. Follow up every time, retain ownership and engage in reflective dialogue with learners.
8. Never ignore or walk past learners who are not behaving in a way that is Ready, Respectful and Safe.

Steps

Actions

1. Redirection

Gentle encouragement, a 'nudge' in the right direction, a small act of kindness. Should the incident involve violence to self or others then proceed to step 5 Behaviour Update. In extreme circumstances the school will follow the guidelines in accordance with the document 'Exclusion from maintained school, academies and pupil referral units in England' (DfE September 2027).

2. Reminder

A reminder of the expectations 'Ready Respectful, Safe' delivered privately wherever possible. Repeat reminder if necessary. De-escalate and decelerate where reasonable and possible and take the initiative to keep things at this stage. This may include strategies such as cooling off time (eg 5 minutes).

3. Clear Choices

Clear verbal choices delivered privately wherever possible, making the learner aware of their behaviour and clearly outlining that the consequence will be time out (for the remainder of the session) if they continue.

4. Time Out Within Class for the Rest of the Session

Give the learner a chance to reflect away from others. Speak to the learner privately and give them a final opportunity to engage. Offer a positive choice to do so. Avoid lengthy conversations and negotiations. Parents informed.

5. Behaviour Update or Out of Class





At this point the learner will be referred internally to another room in the school for the remainder of the lesson. All behaviour updates must be reported to parents and /or recorded and filed in the Behavioural Records file. If necessary, school will request a meeting with parents/carers to discuss the way forward.

Behaviour Updates Arrangements

The child is escorted to another class for the remainder of the sessions and work will be provided for them to complete. At the end of the session, the child will be collected and brought back to their class. Wherever possible the restorative meeting will take place at this point. Details of the incident and restorative meeting are recorded, and a letter is sent home electronically.

6. Reparations

A restorative meeting should take place, preferably before the next session. If the learner does not attend or the reconciliation is unsuccessful the teacher should call on support from SLT who will support the reparation process with a formal meeting with parents/carers.

7. Formal Meeting

A meeting with the teacher, learner, SLT and parents/carers will be recorded, with agreed targets that will be monitored over the course of two weeks. In extreme circumstances the school will follow the guidelines in accordance with the document 'Exclusion from maintained schools, academies and pupil referral units in England' (DfE September 2017).

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

In line with the SEND code of practice and School Teacher's Pay Conditions, Provision for children who have SEND is the responsibility of the class teacher. SENDCOs will advise, provide resources and coordinate support from outside agencies but it is the teacher's job to implement recommendations.

Graduated Approach

The SEND Code of Practice describes a 'Graduated Approach' to Special Needs. In our schools this is as follows:

High Quality Teaching and Universal Provision – for all pupils.

Targeted Support – for some pupils. Assist Plan Do Review Cycles (APDRs)/Learning Plans are written which set and review targets and identify strategies and support needed to help pupils make progress. There may be involvement of outside agencies and educational professionals.

Specialist Support – for a few pupils. Education, Health and Care Plans (EHCPs) set outcomes for pupils and the actions which are needed to achieve those outcomes. There will usually be involvement of outside agencies and educational professionals. *Teachers are required to update the provision map termly, detailing how the Graduated Response supports each child.*

Concerns About Pupils

If you have concerns about a child's learning or SEND needs, you must follow the 'What to do if you have SEND concerns about a child' flow chart.

Adding Pupils to the SEND List

Decisions to add pupils to the SEND list will be made by the SENDCO and class teacher, sometimes in consultation with the headteacher. Often the decision will be based upon the child's year group and the programmes of study in which they are currently working. As a broad guide, where a child is working more than one year below their year group, they will be on the SEND list.





Supporting Pupils

Records of targeted support completed will be gathered by the class teacher. Class teacher's planning should indicate how pupils who have SEND are supported in class. This should include:

- The role of any additional adults in the lesson.
- Resources to support pupils.
- Adjusted activities for pupils when necessary – at a higher level for significantly different needs.
- Questions to be directed at pupils with SEND.

Additional adults should have planning before lessons. They should not be expected to adapt a lesson, activity or task to make it appropriate for the children with whom they are working. This is the class teacher's job. At transition points, records of recommendations and strategies that have been implemented will be shared with the next teachers for all children on the SEND register. This may be a pupil strategy sheet, one page profile, provision map or verbal transition.

Consulting with Parents

APDRs/Learning Plans are completed once a term and discussed and agreed with parents. Targeted support and strategies agreed will be used from then onwards. Targets in APDRs/Learning Plans will be adjusted each term to identify the next steps.

SEND Folders

SEND folders contain all current information about individual children, and resource sheets for the initial stages of concern. These may be paper based or electronic. They also include the procedures for identification of children with SEND and should be used as a first 'point of access' for SEND information.

Assessment Tools and Support Resources

Each school has a folder of assessment tools which teachers can use to find out more about a child's needs before asking for further support. Many of these can be used for baseline assessments. There is also a SEND section for each school on the cloud system (eg TEAMS or Google Classroom) with useful information and blank documents for all members of staff to access. The Cambridgeshire Ordinarily Available Provision toolkit should also be referred to: <https://www.cambslearnstogether.co.uk/cambridgeshire-send/cambridgeshire-send-oap-toolkits/send-oap-toolkit>.

Further Reading

The school website has a dedicated SEND area where there are important SEND related documents and policies and a link to the County Local Offer.

If you need any help with any of this, please talk to your school SENDCO.

Roman Way Academy Key School Dates 2025-2026

Autumn 2025

Wednesday 3rd September – Year 1 to Year 4 in school





Monday 8th September – Nursery and Reception in school

Monday 29th September – Parent Consultation Evening

Wednesday 1st October – Parent Consultation Evening

Monday 6th October – LGB Meeting

Tuesday 14th October – EYFS Open Morning

Thursday 16th October – EYFS Open Afternoon

Friday 24th October – Reception to Year 4 Flu Vaccinations

Tuesday 4th November – Individual and Family Photographs

Friday 14th November – Key Stage 2 Flag Fen Trip

Friday 21st November – Reception to Year 4 Flu Vaccinations Mop Up

Friday 28th November – Non-uniform Day for Christmas Hampers

Tuesday 2nd December – PTA Christmas Shop

Wednesday 3rd December – PTA Christmas Shop

Thursday 4th December – Pantomime

Thursday 11th December – Key Stage 2 Christmas Performance Dress Rehearsal – am

Thursday 11th December – Key Stage 1 Christmas Performance Dress Rehearsal – pm

Friday 12th December – EYFS Christmas Performance Dress Rehearsal – pm

Monday 15th December – EYFS Christmas Performance – am

Monday 15th December – Key Stage 1 Christmas Performance – pm

Tuesday 16th December – Key Stage 2 Christmas Performance – am

Tuesday 16th December – EYFS Christmas Performance – PM

Wednesday 17th December – Key Stage 1 Christmas Performance – am

Wednesday 17th December – Key Stage 2 Christmas Performance – pm





Thursday 18th December – Christmas Musical Performance – am

Spring Term 2026

Wednesday 28th January – Parent Consultation Evening

Monday 2nd March – Parent Consultation Evening

Monday 9th February – Reception Screening

Tuesday 10th February – Reception Screening

Tuesday 10th February – EYFS Open Afternoon

Thursday 12th February – EYFS Open Morning

Friday 13th February – Martial Arts Workshop

Friday 27th March – PTA Easter Raffle

Summer Term 2026

Friday 1st May – South American Dance Workshop

Friday 8th May – PTA Disco

Friday 15th May – Key Stage 1 and Key Stage 2 Sports Morning

Friday 22nd May – EYFS Sports Afternoon

Friday 12th June – Rainbow Raffle Collection Day

Friday 26th June – PTA Bounce Into Summer Event (tbc)

THE ROUND HOUSE PRIMARY ACADEMY

Key Times





At 8.30am Reception to Year 6 class doors to be open. The teacher should be in the classroom and the children should be asked to do some quiet reading, phonics, spelling, next steps or Accelerated Reading etc. Members of the SLT will be on the gate.

- Registration is at 8.45am
- Break time is 15 minutes at 10.15am
- Lunchtime is between 12pm and 1pm.
- Reception to year 6 school ends at 3.15pm and the children should be sent out promptly.

Assemblies

Assemblies are a core part of the school's life.

Monday:	8.50pm Whole school assembly
Wednesday:	2.55pm KS1 Phase assembly
Thursday:	2.55pm KS2 Phase assembly

Dates TBC Golden Pupil Assembly

Routines

Every Day

The SLT meet on Tuesday mornings at 8.10am. A weekly bulletin will be sent to all staff by Monday mornings at 8am. All staff are expected to check their emails daily.

Morning

1. Remember to be in the classroom promptly at 8.30am and to let the children in at 8.35am. TAS should be in the class and ready to start work at 8.30/8.45am for their allotted start time each morning.
2. Complete your Attendance Register and Dinner Register online via Arbor and send to the office no later than 8.50am.
3. Morning playtimes are supervised by the Teaching Assistants for each Phase. There is a rota for teachers to do a duty on a weekly/fortnightly basis
4. Morning breaks for Teachers will be when the children have their break time. For TAs on duty it will be after the children's break time.
5. Teachers should collect their class promptly from the playground, at the end of break/ lunch time. Hands up will not happen at lunchtime until all teachers are outside. There is a rota for teachers to be out 5 minutes before the end of lunchtime.

Afternoon

1. Complete the register online via Arbor and send to the office by 1.05pm.





2. At home time, all Reception and Key Stage 1 teachers must ensure that all their children have been collected by a named adult. KS1 children should not be collected by anyone under the age of 16. If they are not collected by 3.25pm, please take the children to the school office. The class teacher should then try to contact the parents/carers. A teacher should stay with the children until they have been collected. Should a child not be collected by 4.00pm and it has not been possible to contact the parent/carer, the 'Protocol for dealing with children not collected from school at the end of the school day/activity' should be implemented.
3. KS2 – Children in years 4 – 6 can walk home only if we have had written permission from their parents. This does not apply to Foundation Stage or KS1 who must be picked up by a named adult.

Staff Meetings

1. Trust Teacher Meetings (PDMs) are held on selected Wednesdays at 4pm. Dates TBC.
2. Staff meetings are held on Tuesdays at 4pm. An overview of these will be sent each term.

Business Meetings

These meetings are held as needed. They are for all teaching staff and last no longer than 10 minutes. They are called to deal with unplanned/important situations that cannot be dealt with in the normal framework. All teaching staff are expected to attend. The leadership teams will try to keep such meetings to a minimum.

Year group Meetings

These are held weekly and for all teaching staff in the phases. These are held on Monday mornings from 8.55 to 9.20. These meetings are to be used to discuss learning for the week and any other specific issues that have arisen. They are not to use as additional PPA or time for TAs to prepare resources.

After School Clubs

All staff employed under STPAC are expected to take one after school club a week unless agreed with the Headteacher. You must ensure the school office has the name; year groups and dates you are able to do the club by the end of term before the next set of clubs are allocated. No clubs will take place in the first or last weeks of term. Other cancellations are at the Headteacher's discretion.

The Round House Primary Academy Key School Dates 2025 2026

Autumn 2025





Friday 5th September – Reception children in full time
Thursday 4th September -Y4 History Off the Page Day
Wednesday 8th October – individual photos
Tuesday 21st October - Parents Evening 3.30 – 7.00
Wednesday 22nd October – LBG meeting
Thursday 23rd October - Parents Evening 3.30 – 7.00
Friday 28th November – decorate the school
Monday 1st December – Wishing on the Lights assembly
Monday 8th December – Reception performance 1.30pm
Tuesday 9th December – Reception performance 10am/KS1 performance 1.30pm
Wednesday 10th December – KS1 performance 10am
Thursday 10th December – KS1 performance 10am
Friday 19th December – Reward Day

Spring 2026

Thursday 8th January – Y3 History Off the Page
Thursday 22nd January – Y6 Young Voices
Wednesday 28th January – LGB 5.30pm
Thursday 5th March – World Book Day
Tuesday 17th March – Parents Evening 3.30 – 7.00
Wednesday 18th March – Parents Evening 3.30 – 7.00
Monday 23rd March – Y3/4 performance 1.30pm and 5.30pm
Tuesday 24th March – Y3/4 performance 5.30pm
Friday 27th March – Reward Day

Summer 2026

Monday 11th May – SATs week
Tuesday 19th May – LGB 5.30pm
Wednesday 24th June – SEND Parent meetings 3.30 – 6pm
Thursday 2nd July – Sports Day
Monday 6th July – Wednesday 8th July – Y4 Grafham trip
Monday 6th July – Y5/6 performance 1.30pm and 5.30pm
Tuesday 7th July Y5/6 performance 5.30pm
Monday 13th July – Y6 Garden Party and BBQ
Tuesday 14th July – Final award assembly/Y6 leaving assembly
Wednesday 15th July – Friday 17th July – Y6 Hilltop
Friday 17th July – Reward Da

THOMAS EATON PRIMARY ACADEMY

No info for diary and routines supplied





TEPA KEY DATES

Autumn Term 2025

Monday 1st September
 Tuesday 2nd September
 Wednesday 4th September
 Thursday 4th and Friday 5th September
 Monday 8th and Tuesday 9th September
 Wednesday 10th September
 Monday 15th – Wednesday 17th September
 Monday 29th September
 Tuesday 21st and Thursday 23rd October
 Friday 24th October
 Monday 27th – Friday 31st October
 Monday 3rd November
 Tuesday 4th November
 Monday 10th November
 Wednesday 15th November
 Monday 20th November
 Monday 27th November
 Wednesday 29th November
 Monday 4th December
 Thursday 4th December
 Wednesday 10th December
 Thursday 11th December
 Thursday 11th December
 Friday 19th December
 Friday 19th December
 Friday 19th December
 Monday 22nd December – Friday 2nd January

Spring Term 2026

Monday 5th January
 Wednesday 10th - Friday 12th January
 Tuesday 10th and Thursday 12th February
 Friday 13th February
 Monday 16th February – Friday 20th February
 Monday 23rd February
 Monday 4th March
 Monday 11th March
 Wednesday 13th March
 Monday 18th March
 Wednesday 18th March
 Tuesday 19th- Thursday 21st March
 Wednesday 25th March
 Friday 27th March
 Friday 27th March
 Friday 27th March
 Monday 30th March – Friday 10th April

Training Day
 Training Day
 Autumn Term Starts
 EYFS in morning only
 EYFS in morning and lunch
 EYFS in all day
 Hilltop Residential
 Harvest Week
 Parents Evening (online)
 Half-Termly Reports sent home

October Half Term

Training Day (Trust?)

Autumn Term continues
 Tempest photographs
 Big Trust Moderation
 Assessment Week
 Marking/Analysis Week
 Pupil Progress Meetings
 School data to be sent
 EYFS/Year 1 Nativity
 Year 2 Christingle
 Christmas Jumper Day
 Christmas Dinner
 Half-Termly Reports sent home
 Celebration Day
 Term Ends

Christmas Holidays

Spring Term Starts

School Progress Meeting
 Parents Evening face to face
 Half-Termly Reports sent home
 February Half Term
 Spring Term continues
 Assessment Week
 Marking/Analysis Week
 Pupil Progress Meetings
 School data to be sent
 VIAM
 School Progress Meeting
 Year 3/4/5 performance
 Half-Termly Reports sent home
 Celebration Day
 Term Ends

Easter holidays





Summer Term 2026

Monday 13th April
Wednesday 14th April
Monday 29th April
Monday 4th May
Monday 11th - Thursday 14th May
Friday 22nd May
Monday 25th May – Friday 29th May
Monday 1st June
Monday 1st June – Friday 12th June
Monday 8th June
Monday 17th June
Monday 24th June
Tuesday 23rd June
Wednesday 26th June
Monday 1st July
Tuesday 2nd- Thursday 4th July
Monday 6th July
Wednesday 8th July
Wednesday 15th July
Thursday 16th July
Friday 17th July
Friday 17th July

Trust Training Day

Summer Term starts

Bikeability Level 1

May Day

KS2 SATS

Half-Termly Reports sent home

May Half Term

Summer Term continues

Y4 MTC

Y1 Phonics Assessment Week

Assessment Week

Marking/Analysis Week

Sports Afternoon

Pupil Progress Meetings

Data to be sent

School Progress Meeting

Year 6 Results out this week

Year 6 Performance

End of Term Reports to go out

Year 6 Leavers Assembly

Celebration Day

Term ends





WINHILLS PRIMARY ACADEMY

School organisation and Routines

Key Times

At 8.40am Reception to Year 6 class doors to be open. The teacher should welcome the children in whilst the children come in to do a morning task while they are registered. If a parent needs more than a brief chat in the morning, a after school should be arranged.

- Break time is 15 minutes: Foundation Stage and KS1 are at 10.20am and LKS2 at 10.30am to 10.45am; UKS2 10.45am – 11am.
- Early Years Foundation Stage children go to lunch by 12.00pm.
- Year 1 and 2 start lunch at 12.00pm until 1.00pm.
- Year 3 and 4 start lunch at 12.15pm until 1.00pm.
- Year 5 and 6 start lunch at 12.30pm until 1.15pm.
- Reception through to Year 6 school ends at 3.20pm and the children should be sent promptly.

Nurse start at 8.40am until 11.40am. They can stay for lunch for additional cost.
Nursery afternoon session is 1.20pm to 3.20pm.

Assemblies

Assemblies are a core part of the school's life.

Assembly Rota (times will vary from one school to another)

Monday:	2.50pm School themed
Tuesday:	2.50pm Singing
Wednesday:	Class assembly (PE)
Thursday:	2.50pm SLT
Friday:	2.40pm Celebration Assembly (Head of School)

Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.





Routines

Every Day

- On a Monday there is a meeting for all teachers to discuss the coming week, and this takes place in the staff room.
- Check the diary displayed on the white board in the staffroom as a guide to what's happening in school that day and any changes of routine.
- Personal possessions and valuables should always be kept in a secure place.
- Return any shared keys you have borrowed.
- All children in KS2 must have their shirts tucked in except at play time and lunchtime. Foundation Stage and KS1 children and KS1 children must have shirts tucked in for assemblies and any formal teaching sessions.
- Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
- Manners to be used at all times, including saying 'please' and 'thank you', and holding doors open for adults. If staff see a child not showing manners to other children or an adult, they must intervene.
- In the winter, children must have coats and hats, and in the summer, sun hats must be worn.

Morning

- Remember to be in the classroom at 8.30am to welcome your children or collect from the playground at the end of the morning play. The playground gates are locked at 8.50am by SLT or the Caretaker.
- Complete your Attendance Register and Dinner Register and send to the office no later than 9.00am. The fire register must also be completed.
- Ensure all absence notes are in your class register folder and are sent to the office and messages are entered onto Arbor. Send all messages in the registration folder.
- Morning playtimes are supervised by Class Teachers and Teaching Assistants for each phase. A small number of games should be out for the children to play with. No football unless the field is suitable.

Afternoons

Complete the register within ten minutes of lunchtime being finished. The fire register must also be completed.

At home time, please make sure that:

- Reception and Key Stage 1 children can only be collected by an adult to whom the parents have delegated responsibility.
- Reception and Key Stage 1 teachers must ensure that all their children have been collected by a named adult, before leaving the playground. If they are not collected by 3.30pm, please take the children to your Phase Leader. If there is a supply teacher with





the class, the TA must stay with the supply teacher until all children are safely collected. The Phase Leader must inform the school office so that the parents can be contacted.

- KS2 – Children in years 4-6 can walk home on a regular basis only if we have had written permission from their parents. Parents may give verbal permission for a one-off event. This does not apply to Foundation Stage or KS1 who must be picked up by a named adult.
- Children should not be collected by anyone under the age of 16.

WINHILLS KEY DATES:

MPA	WPA
Mon 13 th Oct - Send Parents eve	Mon 13 th Oct - Send Parents eve
Tues 14 th Oct - LGB 5.30	
Mon 20 th Oct Parents eve late	Tues 21 st Oct - LGB 5.30 and Late parents evening
Wed 22 nd Oct parents evening	
Mon 15 th Dec - EYFS/KS1 nativity 10am & 2pm	Wed 22 nd Oct - parents evening
Wed 17 th Christmas Lunch	Tues 16 th Dec EYFS/KS1 Nativity 10am & 2pm
Thurs 22 nd Jan - Young Voices	Wed 17 th Christmas Lunch
Mon 26 th Jan LGB 5.30	Thurs 22 nd Jan - Young Voices
Thur 5 th March world book day	Tues 3 rd Feb - LGB 5.30
Mon 9 th March SEND parents eve	Thurs 5 th March world book day
Wed 11 th March Y3 Class assembly	Mon 9 th March SEND parents eve
Tues 11 th March - Late parents evening	Thurs 12 th March - class assembly
Wed 12 th March -parents evening	Thursday 23 rd Apr - Y4 Class assembly
Wed 22 nd April -Class assembly Y4	Thurs 11 th Year 5 class assembly
Wed 29 th April - Fri Y4 Grafham trip	Wed 1 st June Sports day
Wed 10 th Y5 Class assembly	Wed 8 th July sports day if raining
Tues 30 th Jun - Sports day 1	Thursday 9 th July - Year 6 Leavers show (dress rehearsal with school am - performance 2pm)
Tuesday 7 th July - sports day if raining	
Thurs 10 th July - Year 6 Leavers show am dress rehearsal - 2pm parents	Mon 13 th July - Wed Y6 Hilltop
Mon 13 th July - Wed Y6 Hilltop	Fri 17 th July - garden party and celebration day Y6
Fri 17 th July - garden party and celebration day Y6	





WINTRINGHAM PRIMARY ACADEMY

Key Times

At 8.35am all class doors to be open. The teacher should be in the classroom, and the children should be asked to do some quiet reading, phonics, spelling, Accelerated Reading etc. Members of the SLT will be on duty at the school gates.

- Break time is 15 minutes at 10.20am
- Foundation Stage – the teachers take the children to lunch with them until 12pm.
- Years 1 and 2 the teachers take the children to lunch at 11.50am and support staff to stay with them until 12.15pm.
- Foundation Stage lunch finishes at 12.50pm.
- Year 1 and 2 and KS2 lunch break finishes at 1pm.
- All KS1 teachers have a 45 minute break at lunchtime.
- School finishes for all year groups at 3.15pm and the children should be sent out promptly.

Assemblies

Assemblies are a core part of the school's life. They are planned carefully. The Assistant Headteacher is responsible for the assembly rota.

Teachers are to stay in assemblies unless directed not to by the Headteacher or the Deputies.

Routines

Every Day

The SLT meet on Tuesday mornings at 8.00am in the staffroom. The SLT will then advise all teachers in their phase of events/important information for the week.

- Check the diary displayed on the white board in the staffroom as a guide to what's happening in school that day and any changes of routine.
- Personal possessions and valuables should always be kept in a secure place.
- Return any shared keys you have borrowed.
- All children in KS2 must have their shirts tucked in except at play time and lunchtime. Foundation Stage and KS1 children and KS1 children must have shirts tucked in for assemblies and any formal teaching sessions.
- Staff should ensure that everyone treats each other with respect. The school rule is that they must treat everyone how they wish to be treated. If staff see a child not showing respect to other children or an adult, they must intervene.
- Manners to be used at all times, including saying 'please' and 'thank you', and holding doors open for adults. If staff see a child not showing manners to other children or an adult, they must intervene.
- In the winter, children must have coats and hats, and in the summer, sun hats must be worn. Every child should have a water bottle in school every day.

Morning





1. Remember to be in the classroom promptly at 8.30am and to let the children in at 8.35am. TAs should be in the class and ready to start work at 8.45am for their allotted start time each morning.
2. Complete your Attendance Register and Dinner Register online via Arbor and send to the office no later than 8.55am.
3. Ensure all absence notes are in your class register wallet and are sent to the office.
4. If you want a school dinner, please add this to your class register.
5. Morning playtimes are supervised by the Teaching Assistants for each Phase. A small selection of games should be out for the children to play with. No football unless the field is suitable.
6. Morning breaks for Teachers will be when the children have their break time. For TAs on duty, it will be after the children's break time.
7. Teachers should collect their class promptly from the playground, at the end of break/ lunch time.

Afternoon

Complete the register online via Arbor and send to the office by 1.05pm.

At home time, please make sure that:

- Reception and Key Stage 1 teachers must ensure that all their children have been collected by a named adult. KS1 children should not be collected by anyone under the age of 16. If they are not collected by 3.25pm, please take the children to the school office. The class teacher should then try to contact the parents/carers. A teacher should stay with the children until they have been collected.
- Should a child not be collected by 4.00pm and it has not been possible to contact the parent/carer, the 'Protocol for dealing with children not collected from school at the end of the school day/activity' should be implemented.
- KS2 – Children in years 4 – 6 can walk home only if we have had written permission from their parents. This does not apply to Foundation Stage or KS1 who must be picked up by a named adult.
- KS1 children should not be collected by anyone under the age of 16.

Diary Dates





The Diamond Learning Partnership Trust: Staff Planner and Guide

Please find below diary dates for this academic year. Please note that we do sometimes need to change these dates throughout the year.

Date	Event
	<u>Autumn Term</u>
Monday 1 st September	Training Day – School based
Tues 2 nd Sept	Training Day - Trust
Weds 3 rd Sept	Term Starts
Weds 4 th – Fri 5 th Sept	Creative Time
Fri 5 th Sept	Year 2 History Off The Page – Fire of London
Mon 8 th – Thurs 11 th Sept	Years 5 & 6 Bikeability
Mon 8 th Sept	Year 4 History Off The Page - Victorians
Mon 8 th Sept	Reception in full time
Tues 23 rd Sept	Staff Flu Immunisations
Weds 24 th Sept	Year 5 STEM Day
Weds 24 th Sept	Cauliflower Cards artwork to parents
Weds 24 th Sept	PDM
Tues 30 th Sept	Year 2 Library Visit am
Weds 1 st Oct	Cauliflower Cards deadline for returned artwork
Thurs 2 nd Oct	School Census
Tues 7 th Oct	Year 1 Library Visit am
Weds 8 th Oct	Pm Year 5 & 6 Rising Star Event - Winhills
Weds 8 th Oct	Boys Football Trust competition (Ben)
Tues 14 th Oct	Year 5 & 6 Library Visit am
Tues 14 th Oct	Pm Year 3 & 4 Rising Star Event - Winhills
Tues 14 th Oct	SEND Parents Evening 3.30pm to 6pm
Weds 15 th Oct	PDM
Tues 21 st Oct	Parents Evening 3.30pm to 7pm
Weds 22 nd Oct	Parents Evening – 3.30pm to 6pm
Tues 21 st Oct	Year 3 & 4 Library Visit am
Tues 21 st Oct	Trust Tag Rugby Competition (Darren Smith)
27 th Oct – 31 st Oct	Half Term





Mon 3 rd Nov	Training Day - School based
Tues 4 th Nov	Term Starts
Thurs 6 th Nov	Individual pupil & staff photos
Thurs 6 th Nov	Provisional Date for School Disco
Fri 14 th Nov	Headteacher Meeting – Winhills
Weds 12 th Nov	Big Trust Moderation
Fri 14 th Nov	Children In Need Day
w/c 17 th Nov	Assessment Week
w/c 24 th Nov	Marking/Analysis Week
Fri 28 th Nov	All pupils flu immunisations - am
Fri 28 th Nov	Decorate the school
Mon 1 st Dec	Wish the lights on Assembly
Thurs 4 th Dec	Christmas Fayre
Weds 10 th Dec	PDM
Thurs 11 th Dec	Pupil flu immunisations – mop up date
Mon 8 th Dec	FS Performance 2pm
Tues 9 th Dec	FS Performance 10.30am
Tues 9 th Dec	KS1 Performance 2pm
Weds 10 th Dec	KS1 Performance 10.30am
Thurs 11 th Dec	KS1 Performance at 2pm
Mon 15 th Dec	Staff Shared Lunch
Weds 17 th Dec	Christmas Lunch
Thurs 18 th Dec	Reward Day
Fri 19 th Dec	KS2 to church
Fri 19 th Dec	End of Term
	<u>Spring Term</u>
Mon 5 th Jan	Term Starts
Weds 7 th Jan	Year 3 History Off The Page – Roman Britain
Mon 12 th Jan	Year 1 History Off The Page - Toys
Thurs 15 th Jan	School Census





Weds 21 st Jan	PDM
Thurs 22 nd Jan	Young Voices – Year 6
Weds 28 th Jan	Year 3 to Pizza Express (1 class)
Fri 6 th Feb	NSPCC Number Day
Weds 4 th Feb	Year 3 to Pizza Express (1 class)
Tues 10 th Feb	Safer Internet Day
16 th – 20 th Feb	Half Term
Weds 4 th Mar	PDM
Weds 4 th Mar	Girls Football Trust Competition (Sam Evans)
Thurs 5 th Mar	World Book Day
w/c 9 th Mar	Assessment Week
Mon 16 th Mar	Netball Trust Competition (Hannah King organising)
w/c 16 th Mar	Marking/Analysis Week
Tues 17 th Mar	Parents Evening 3.30pm to 7pm
Weds 18 th Mar	Parents Evening 3.30pm to 6.00pm
Fri 20 th Mar	Headteacher Meeting - Winhills
Weds 25 th Mar	SEND Parents Evening 3.30pm to 6pm
Fri 27 th Mar	Reward Day
Fri 27 th Mar	Term Ends
	<u>Summer Term</u>
Tues 13 th April	Training Day – Trust
Weds 14 th April	Term starts
22 nd April	Dodgeball Trust Competition – Hannah K & Franco
Weds 29 th April	PDM
Mon 4 th May	May Day
Weds 6 th May	Year 5 DLPT Sport Event – all day
11 th – 14 th May	SATS Week
Mon 18 th May	Year 3 DLPT Sport Event – all day
Weds 20 th May	Big Trust Moderation
Thurs 21 st May	School Census
Fri 22 nd May	Reception Vision Screening am
25 th May – 29 th May	Half Term





1 st – 12 th June	Year 4 Multiplication Table Check (MTC)
8 th - 12 th June	Year 1 Phonics Check
Fri 5 th June	Rounders Trust Competition (Emma)
Tues 9 th June	Class photos
Weds 10 th June	PDM
Mon 15 th June	KS2 Rising Star Event - pm
Fri 19 th June	Year 2 DLPT Sport event – all day
w/c 22 nd June	Assessment Week
Weds 24 th June	SEND Parents Evening 3.30pm
w/c 29 th June	Marking/Analysis Week
Mon 29 th June	Reception & Year 6 Height & Weight Measuring
Mon 6 th July	KS2 Performance 1.30pm & 5.30pm
Tues 7 th July	KS2 Performance 5.30pm
Thurs 9 th July	Champion of Champions Trust Competition (Sam Evans)
Weds 8 th –10 th July	Year 4 Grafham Residential
Mon 13 th July	Leavers BBQ
Tues 14 th July	Final Awards Assembly
Weds 15 th – Fri 17 th July	Year 6 to Hilltop
Fri 17 th July	Reward Day
Fri 17 th July	Term Ends
Mon 20 th July	Training Day – as twilights

